SiteManager Training Manual

Module F
Chapter 5

Material Management
Sampling and Testing

Section F-5

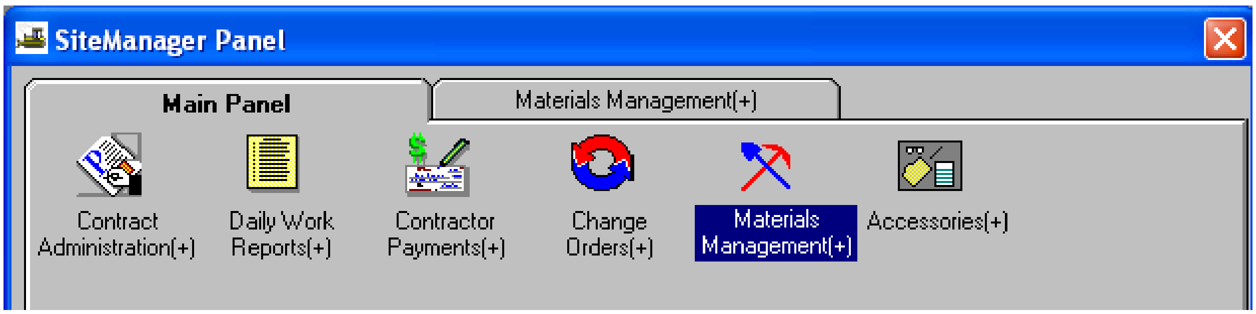
Sampling and Testing And Sample Information

Student's Version
Indiana Department of Transportation
March 2009 Version 3.9a

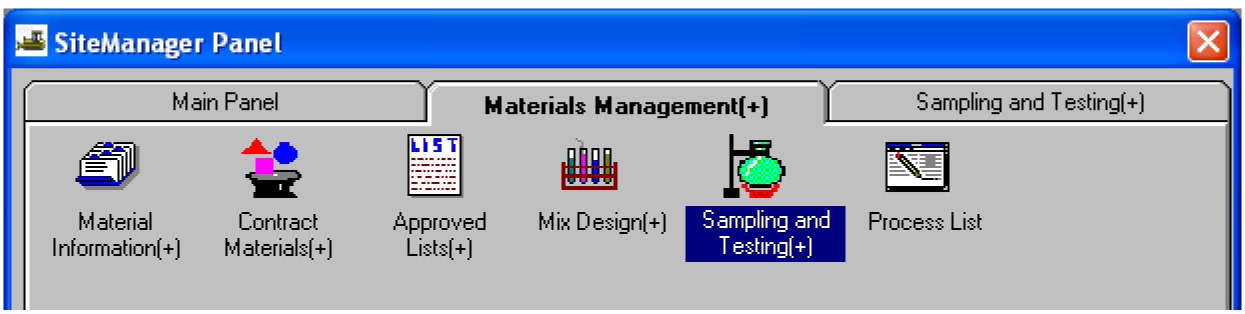
This page intentionally left blank

Creating a Sample Record

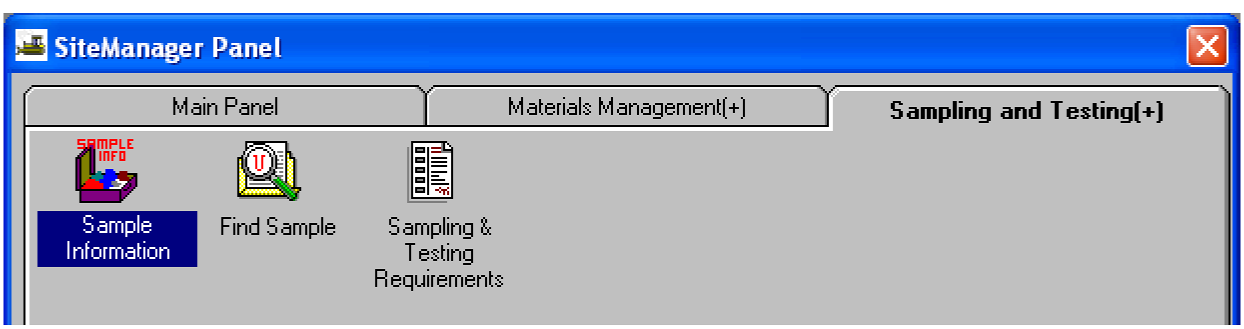
This module will explain how to create, associate contract items, enter test results and review a sample record. Multiple tests can be associated to a sample. Each sample will have a unique Sample ID. This module will also cover linking, copying, and revising.



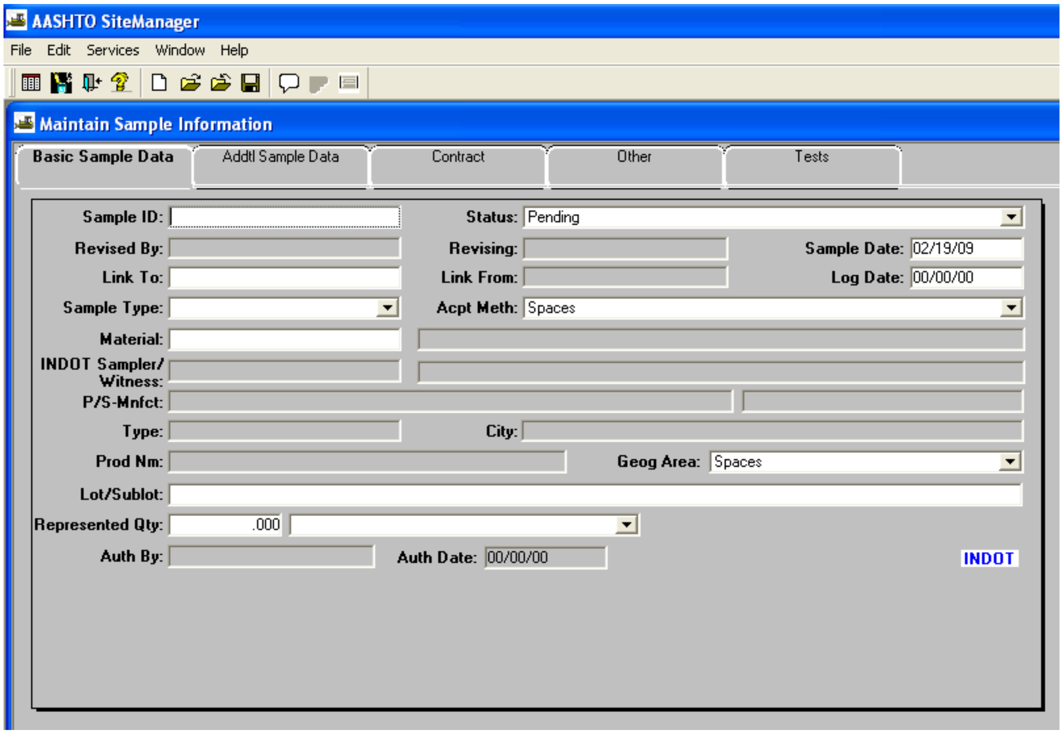
"Double-click" on **Materials Management (+)** located on the Main Panel**.**



"Double-click" on **Sampling and Testing (+)**.



"Double-click" on **Sample Information**.



There are five tabs where information will be entered for the sample:

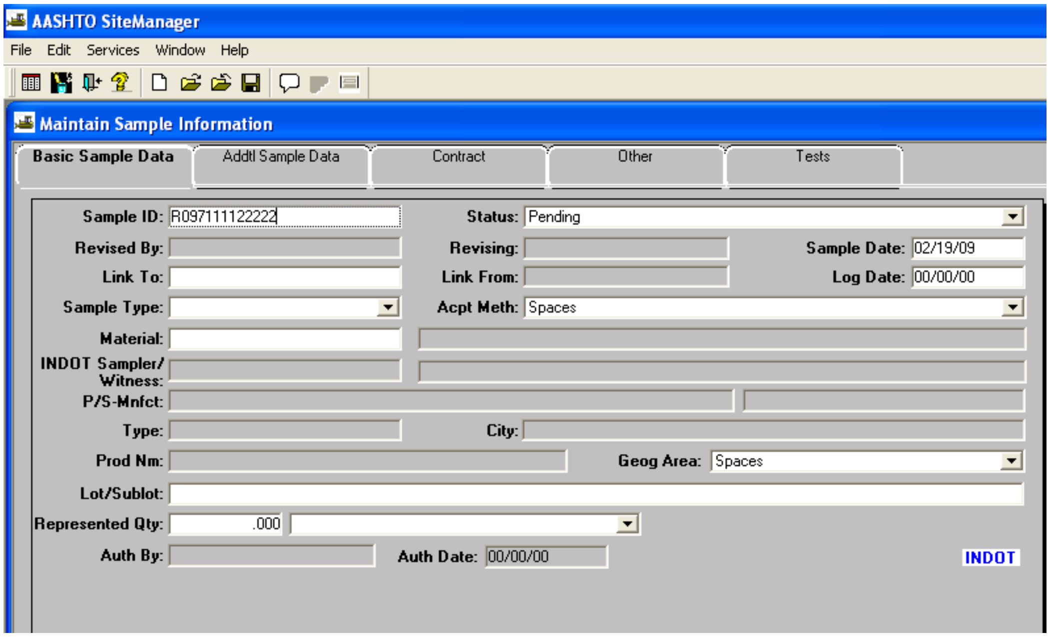
Basic Sample Data: information identifying the sample

Addtl Sample Data: information about the location where the sample was taken and data for pre-tested material acceptance.

Contract: The sample is associated to the contract, project, and line items

Other: Additional information that can be referenced to the sample, i.e. external document, force account, correspondence log, specification Effective Date.

Tests: Tests are assigned and test data is entered for a sample.



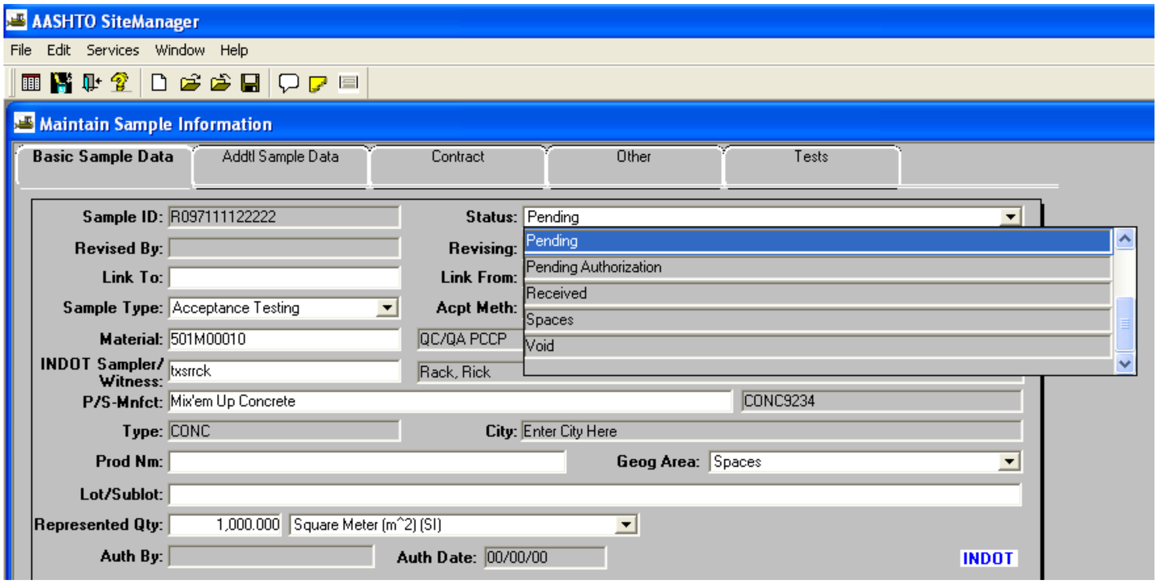
Sample ID: Each sample record will have a unique sample ID using the RYYDSSSS12345 format.

- **R**YYDSSSS12345- represents Report
- R**YY**DSSSS12345 -represents the last 2 digits of the current year
- RYY**D**SSSS12345
  - 1-6 represents the district number
  - 7 represents the Office of Materials Management
  - 8 represents Toll Road
- RYYD**SSSS**12345- represents the submitter's submitter number.
- RYYDSSSS**12345**- represents a sequential number assigned by the sample submitter.

"Enter" the appropriate Sample ID in the **Sample ID** field.

NOTES:

Do **NOT** create a new **Sample ID** when a sample is split and a portion is forwarded to another lab for testing. One **Sample ID** will be used throughout the entire life of the sample.



- **Status**: The **Status** field indicates the status of the sample while it goes through the testing process. **Pending** status and **Spaces** status indicate the sample has not been fully analyzed and shall not be authorized. Authorizing a sample locks the sample. "Click" on the appropriate **Status** from the **Status** drop-down list, as defined below:
    1. **Spaces**: **Spaces** is the default status. **Spaces** status is used while the initial sample data is entered in the sample record and the sample is not ready to be tested

    2. **Pending: Pending** status is chosen when the sample is ready to be tested.

    3. **Complete**: **Complete** status indicates that the sample is ready to be authorized and is chosen when the test results meet the specification limits and have been reviewed.

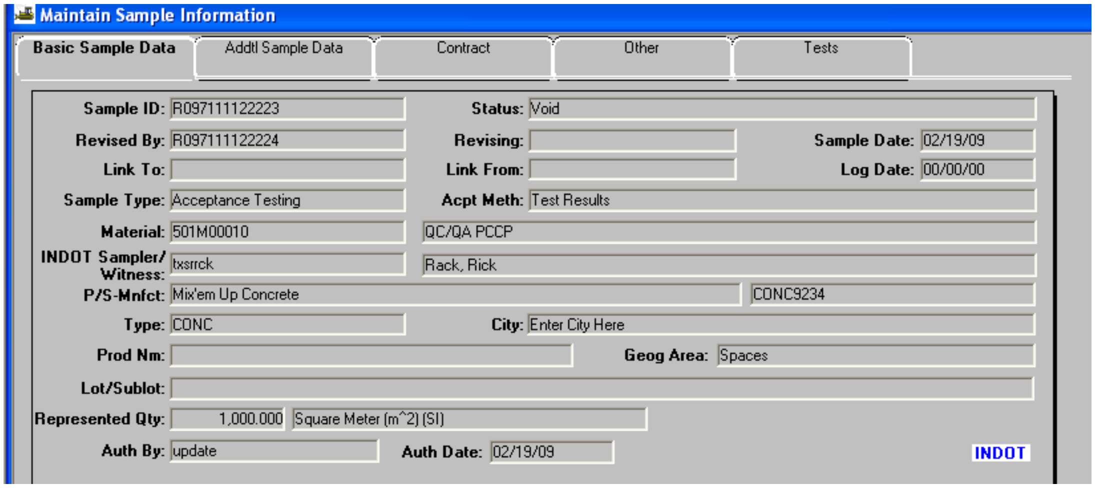
    4. **Fail**: **Fail** status is chosen when the test results do not meet the specification limits and have been reviewed. Only those Sample Records that get referred to the Failed Material Committee are considered Failed.

    5. **Void**: **Void** status is chosen when the material represented by the sample is removed from the contract or other conditions exist that would negate the sample.
    6. **In Testing: In Testing** status is chosen when the sample is in process of being tested. The status will remain **In Testing** while the sample is being tested and the results reviewed.

7. **Pending Authorization: Pending Authorization** status is chosen when the sample has been reviewed and is waiting for final authorization. The status will remain **Pending Authorization** while the sample waiting for final review and authorization.

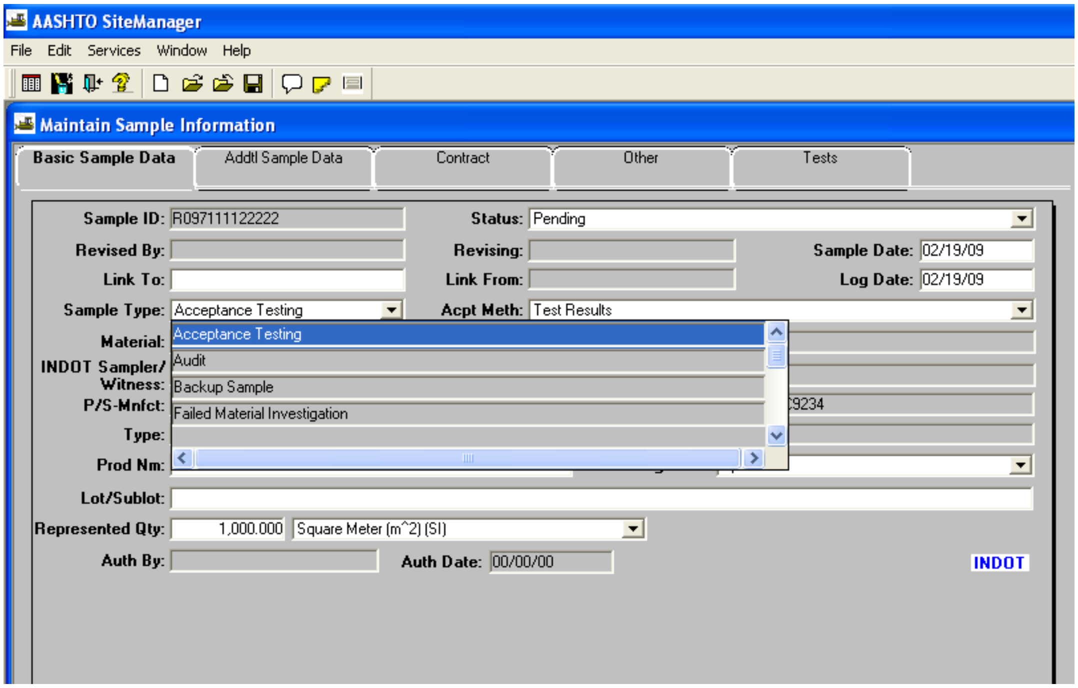
8. **Received: Received** status is chosen when the sample has been entered by the testing personnel and is awaiting testing.. The status will remain **Received** while the sample waiting for testing personnel and test have been assigned.

9. **Logged: Logged** status is chosen when the sample has been entered by the field personnel and is awaiting testing. The status will remain **Logged** until the sample has been assigned a tester and test assigned.

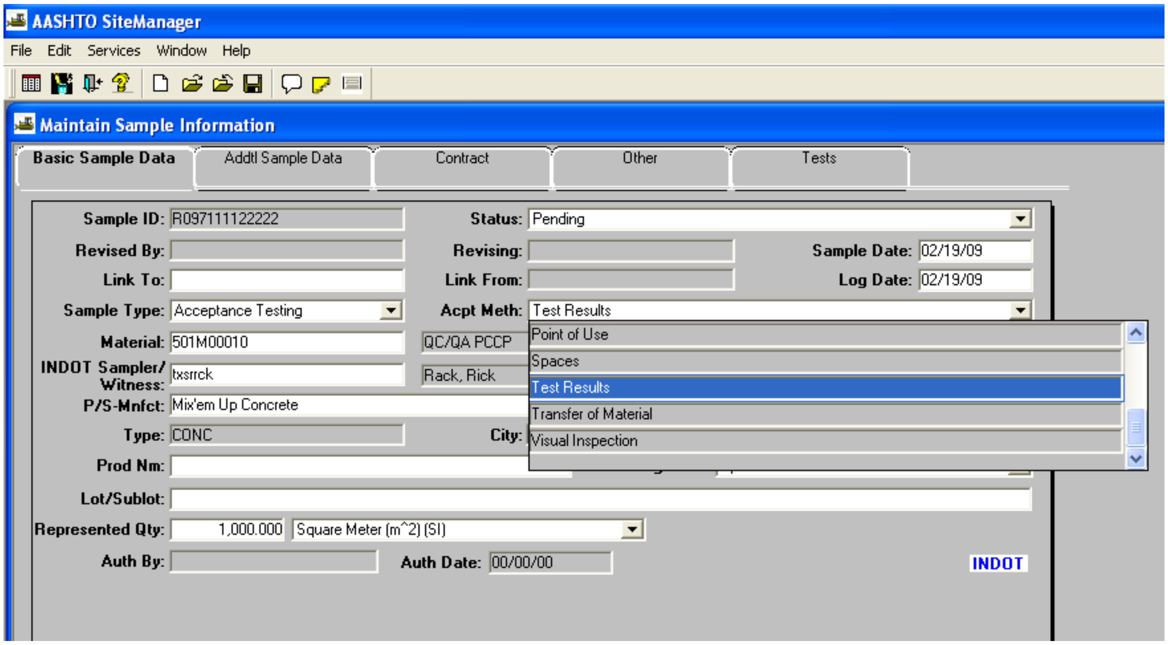


- **Revised By:** When a previous sample record is revised and the new sample record is saved, the new Sample ID is automatically populated in the **Revised By** field of the previous sample. Refer to the **F-5-1-5 Revising a Sample Record** section for more information.
- **Revising:** When a sample record is revised, a new sample record is created. The Sample ID of the sample record being revised is automatically populated in the **Revising** field of the saved new sample record. Refer to the **F-5-1-1 Revising a Sample Record**
- **Sample Date**: The sample date is the date the sample was obtained. This field is in the format mm/dd/yy. Today's date is automatically populated, if a different date is needed "Enter" the sample date in the **Sample Date** field.
- **Link To:** The **Link To** field links multiple samples together.
- **Link From:** This field is automatically populated when a sample has been linked to the current sample. The linked Sample ID appears in this field.
- **Log Date**: This field is only used for samples that are tested in a testing lab. The **Log Date** is the date the first testing lab receives the sample. This information is entered by testing lab personnel. If the sample is also received at other labs, then the additional log dates will be entered in the **Other** tab. These dates assist in the process of tracking the material in multiple labs.

"Enter" the Log Date in the **Log Date** field, if applicable.

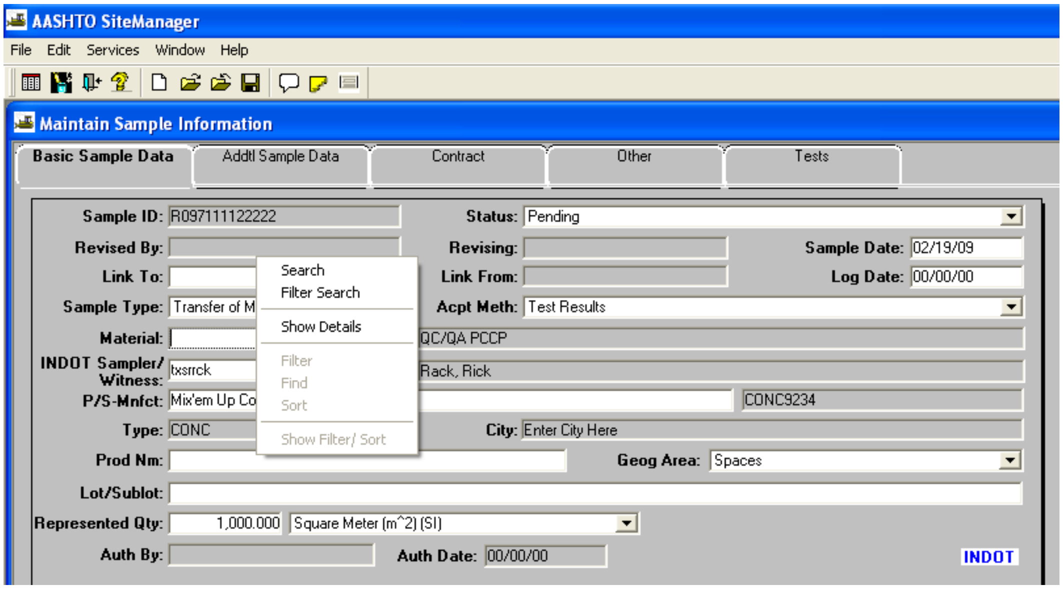


- **Sample Type**: The sample type field is a required field. This field defines the purpose of the sample. The sample type for all contract acceptance samples will be **Acceptance Testing**. Below is a list of sample types available. “Click” on the appropriate Sample Type from the **Sample Type** drop-down list.
  - **Acceptance Testing**: Contract related testing,
  - **Audit**: samples that are obtained during annual or partial audits,
  - **Backup Sample**: Samples that are used as replacement samples for appeals
  - **Failed Material Investigation**: samples obtained for a previous failed material
  - **Independent Assurance Samples**: samples taken for Independent Assurance Samples, selected only by the Independent Assurance Technician
  - **Informational Testing**: Samples taken for informational purposes only
  - **Other**: Any sample not covered by sample types listed in the drop-down list. Enter an explanation in Remarks balloon.
  - **Point of Use**: Samples taken for a material at the location where the material is incorporated into an INDOT asset.
  - **Quality**: Samples taken to meet the specification quality requirements for a material.
  - **Research**: Samples requested for research purposes
  - **Transfer of Material**: Sample for materials indicating that a material is transferred from one location to another
  - **Verification Testing**: Samples taken to verify that data is within the correct limits for a material or another sample.



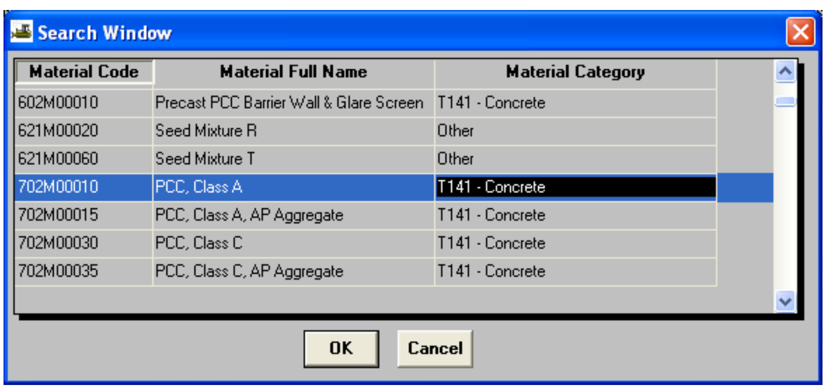
- **Acceptance Method**: The **Acceptance Method** field shall be populated. This field indicates the Basis of Use for the material. A unique sample record is required for each type of acceptance method for each material. The types of acceptance methods are listed below.

  "Click" the appropriate Acceptance Method from the **Acceptance Method** drop-down list.
    - **Approval Number**: number assigned to a material on the Approved Materials list
    - **Approved P/S**: Producer/Supplier that has been approved through INDOT's certified producer/supplier program
    - **Certification**: Any type of certification (A,B,C,D or Other)
    - **External Document**: Any external document that is scanned or attached into SiteManager
    - **Field Evaluation**: acceptance method for pre-approved materials
    - **Formulation Approval**: Verifies material formulation is within limits
    - **None**: There is not an acceptance type associated to the sample
    - **Other**: Not covered by the acceptance methods in the drop-down list. Explain the acceptance method in the Remarks balloon.
    - **Point of Use**: Aggregate monthly quality sample
    - **Test Results**: This method indicates there is test data entered on a Test Template. One sample can have multiple test methods associated to it.
    - **Transfer of Material**: Materials that are transferred from one location to another.
    - **Visual Inspection**: acceptance by visual inspection



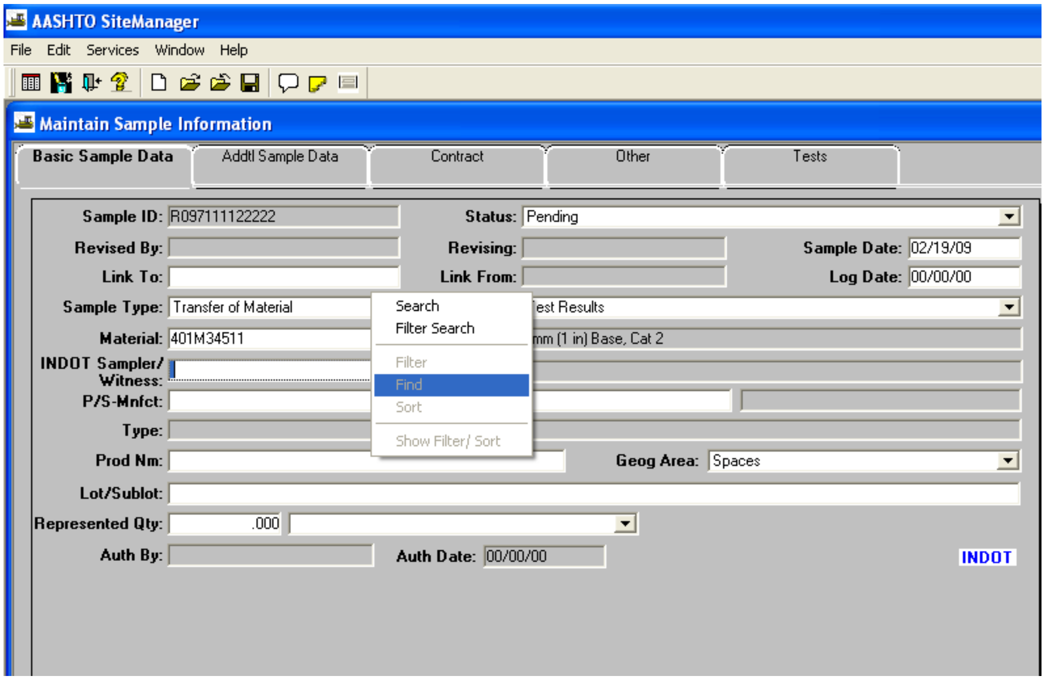
- **Material**: The **Material** indicates the material that is being sampled and/or tested. The required sample and testing requirements are associated to the material chosen. Therefore, this is a very important step.

The material code is a searchable field that can be found by "right-clicking" on the **Material** field, then "click" on **Search**



When the Material field is searched, a scroll list of **Material Codes** will appear. Use the Scroll or Find/Filter/Sort technique to locate the appropriate material. Verify the correct **Material Full Name** is chosen.

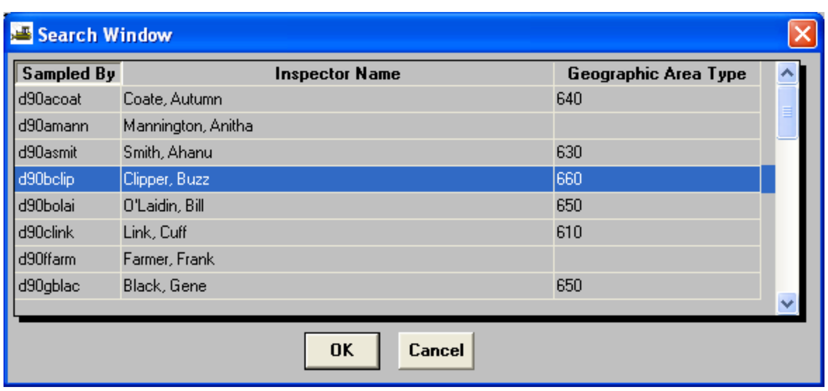
"Double-Click" on the appropriate **Material Code**.



- **INDOT Sampler/Witness**: The User ID of the person obtaining the sample material or Witness the sample shall be populated in the **INDOT Sampler/Witness** field.

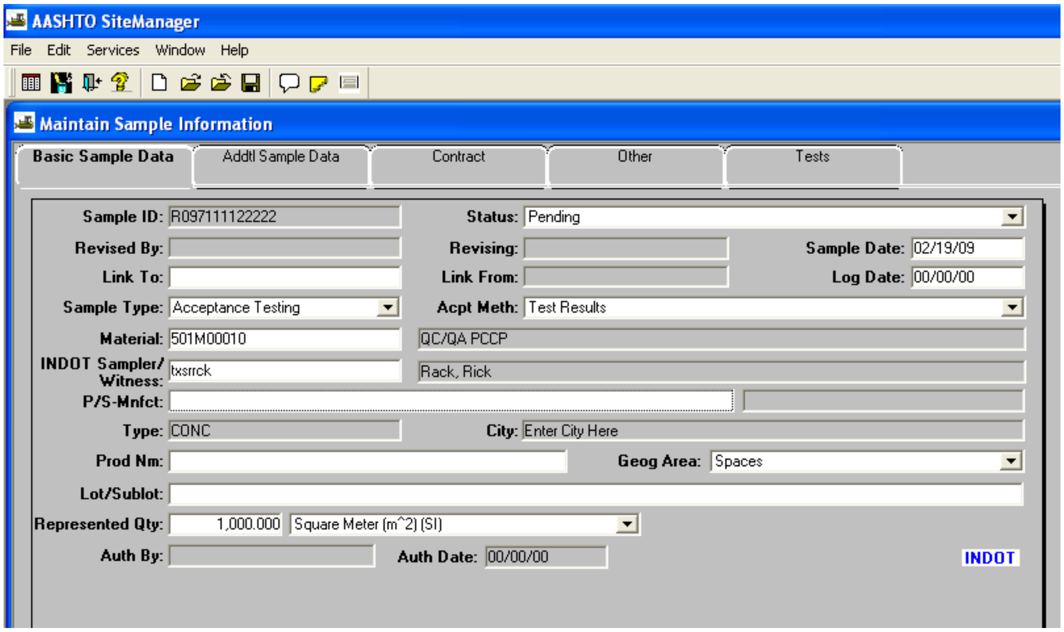
  “Right-click” on the **INDOT Sampler/Witness** field.

  “Click” on **Search**.



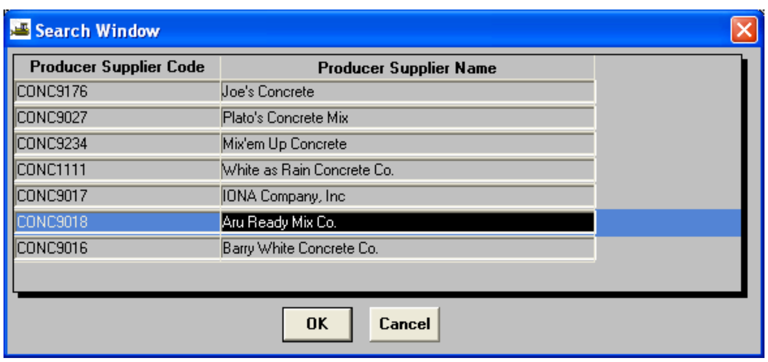
When the **Sample By** field is searched, a scroll list of samplers will appear. Use the Scroll or Find/Filter/Sort technique to locate the appropriate sampler.

“Double-click” on the appropriate **Sampled By** user ID. The sampler’s name will be automatically populated in the field to the right of the sampler ID.



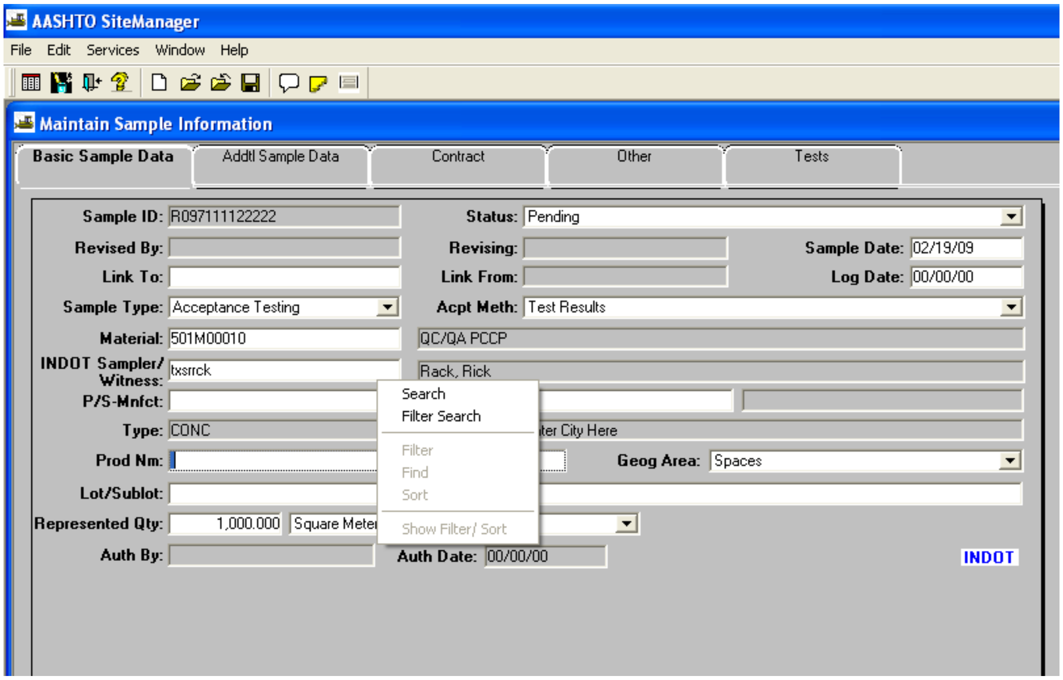
- **P/S-Mnfctr:** The **P/S-Mnfctr** field is the manufacturer of a material on the approved materials list, producer or supplier of the material shown in the Material field. This information is used to track problems of a material back to the source of the material.

"Right-click" on the **P/S-Mnfctr** field, then "click" on **Search**, if applicable.



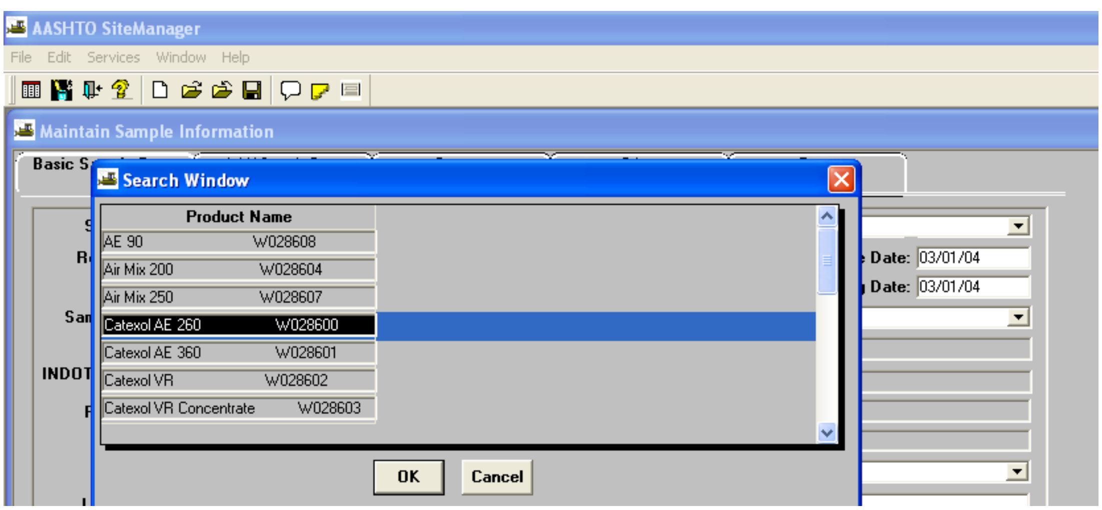
When the **P/S-Mnfctr** field is searched, a scroll list of **Producer Supplier Names** appears. Use the Scroll or Find/Filter/Sort technique to locate the appropriate producer/supplier name.

"Double-click" on the appropriate **Producer Supplier Name**. Be careful to select the proper producer supplier, because there are multiple entries for each producer supplier, depending on the plant. When the **P/S-Mnfctr** is selected, the **Type** and **City** fields will automatically be populated.



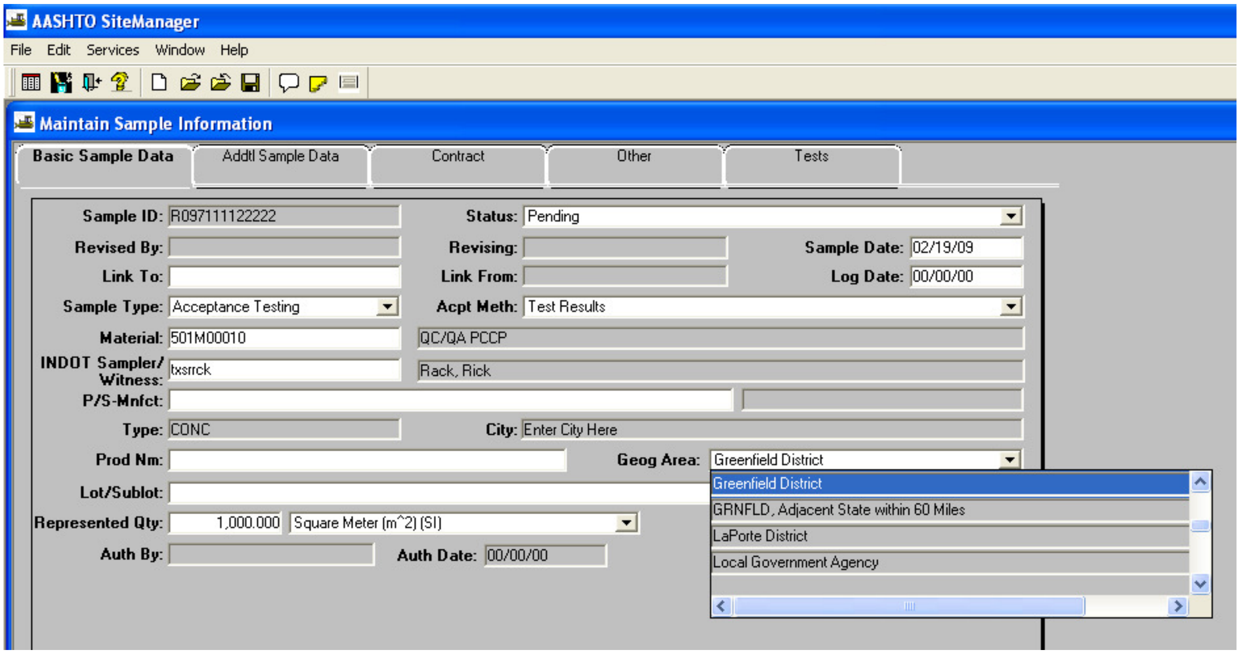
Product Name (Prod Nm): The **Product Name** field is the Approved Material list. This field is used when the **Acceptance Method** is **Approved Material**.

"Right-click" on the **Prod Nm** field, then "click" on **Search**, if applicable.

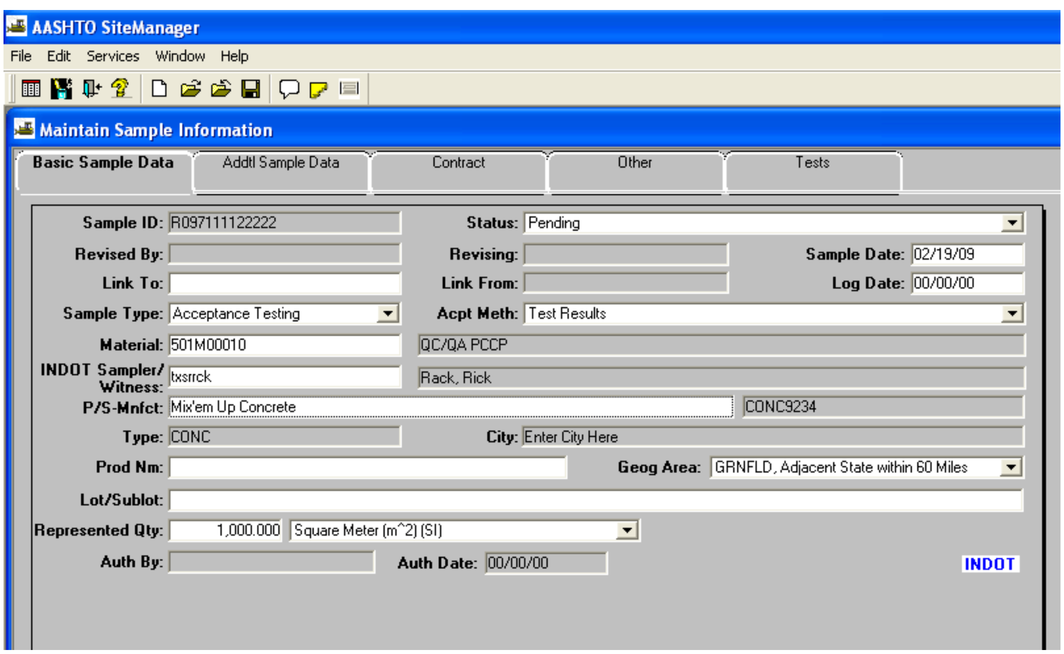


When the **Prod Nm** field is searched, a scroll list of **Product Names** appears. Only those products that have been associated to the material listed in the material field will be listed in the **Search Window**. Use the Scroll or Find/Filter/Sort technique to locate the appropriate product.

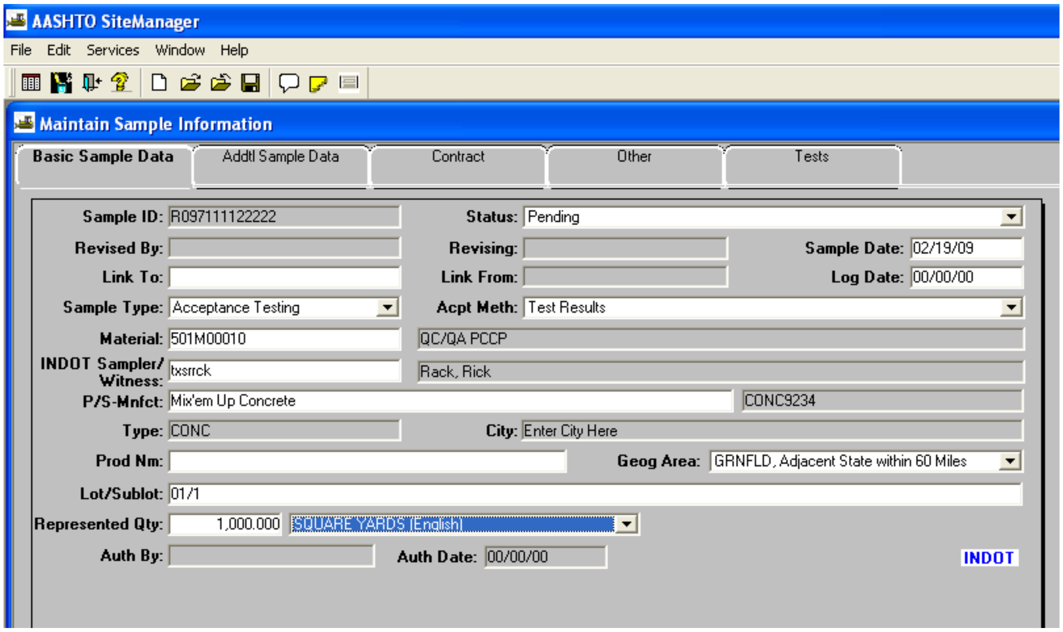
"Double-click" on the appropriate **Product Name**, if applicable.



Geographic Area (Geog Area): The **geographic area** will be the district the sample is taken, "district name and Adjacent State within 60 Miles" or "Other States beyond 60 Miles".
"Click" on the appropriate **Geographic Area** from the scroll-down list.



Lot/Sublot: The **Lot/Sublot** field is used to collect lot and sublot information. "Enter" the appropriate lot and sublot in the format LL/S in the Lot/Sublot field, if applicable.

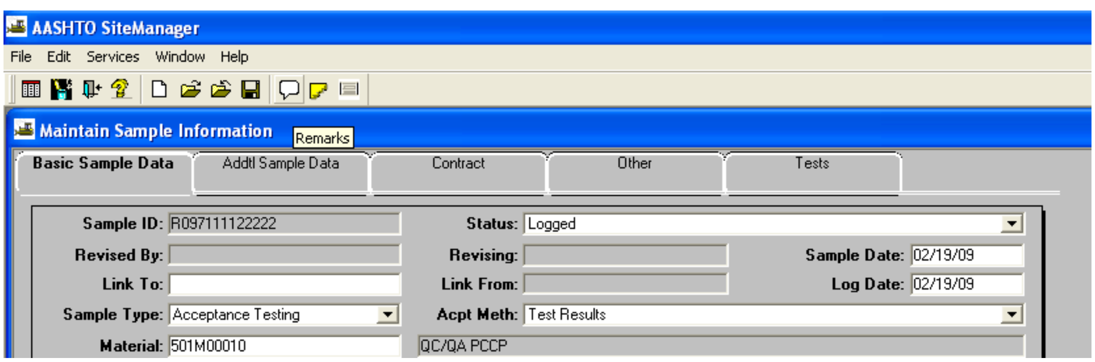


Represented Quantity: is the total amount of material that this sample represents. The maximum quantity that a sample can represent is the **Frequency** as shown in the Frequency manual.

Example: The Represented Quantity for QC/QA materials is the sublot quantity, regardless of the amount delivered to the job for any given day.

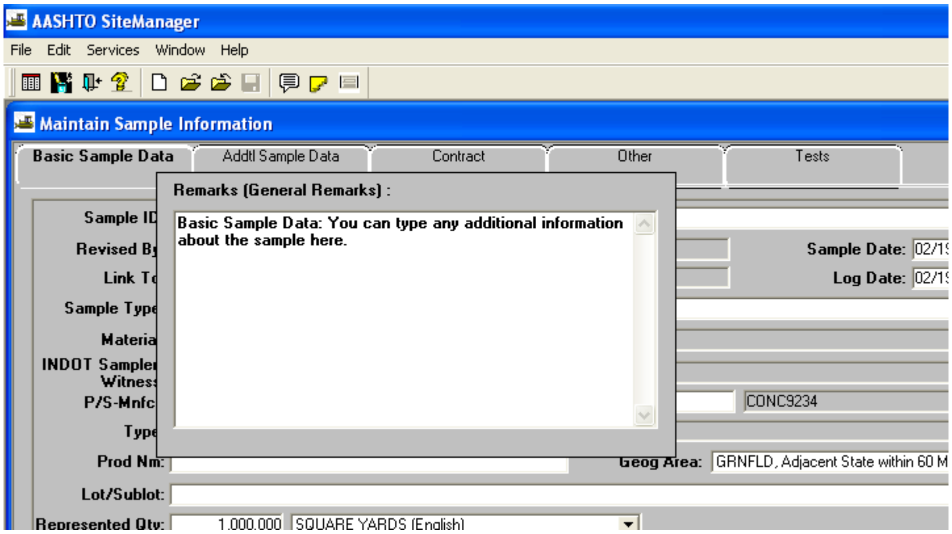
"Enter" the represented quantity

"Click" on the appropriate sample unit from the drop-down list



Remarks: Additional information about a sample can be made in the **Remarks** balloon. Remarks can be entered in the remarks balloon in either the **Basic Sample Data** tab or **Addtl Sample Data** tab and the remarks appear in both tabs. The remark can be revised in either of these two tabs and the revision appears in both tabs. Place two row returns between each type of remarks.

"Click" on the **Remarks** icon located on the toolbar.



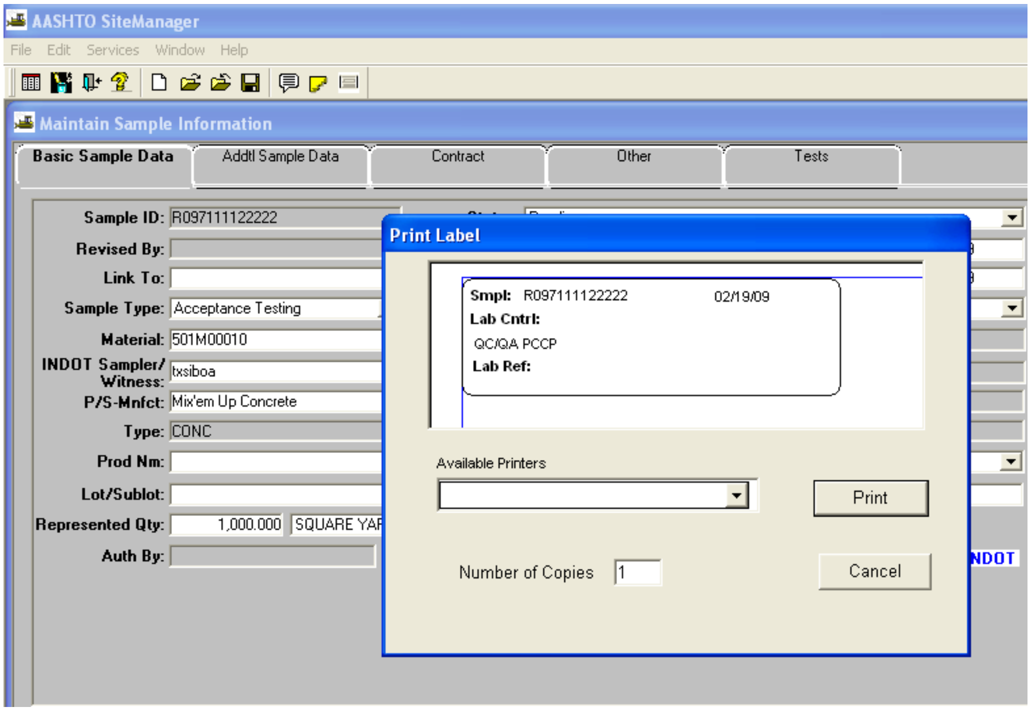
The **Remarks (General Remarks)** window opens. "Enter" the additional information here. "Click" on the **Remarks** icon to close this window. Notice that the **Remarks** balloon has lines in it. This indicates that there is a remark in the balloon.

After all information is entered on this tab, carefully review it. After the information is reviewed and correct, save the information by "clicking" the **Save** button.

Once saved, the **Sample ID** field can not be modified. This single Sample ID will follow the sample through the complete process.

- **Authorized By (Auth By):** The user ID of the person authorizing the sample will automatically appear in the **Authorized By** field when the sample record is authorized.

- **Authorized Date (Auth Date):** The **Authorized Date** is automatically populated when the sample record is authorized the sample.



The **Print Label** on the toolbar, lets you print a label with the **Smpl**: (Sample Lab Number), **Lab Cntrl** (Lab Control Number), and **Lab Ref**: (Lab Reference Number).

"Click" on the **Print Label** button located on the tool bar, select the appropriate printer option and "Click" Print to print the label.

F-5 Basic Sample Data Tab – Group Exercise

Log into SiteManager: update
Password: pass

Navigate from the **Main Panel:**

"Double-click" on **Materials Management (+)** icon
"Double-click" on **Sampling and Testing (+)** icon
"Double-click" on **Sample Information** icon

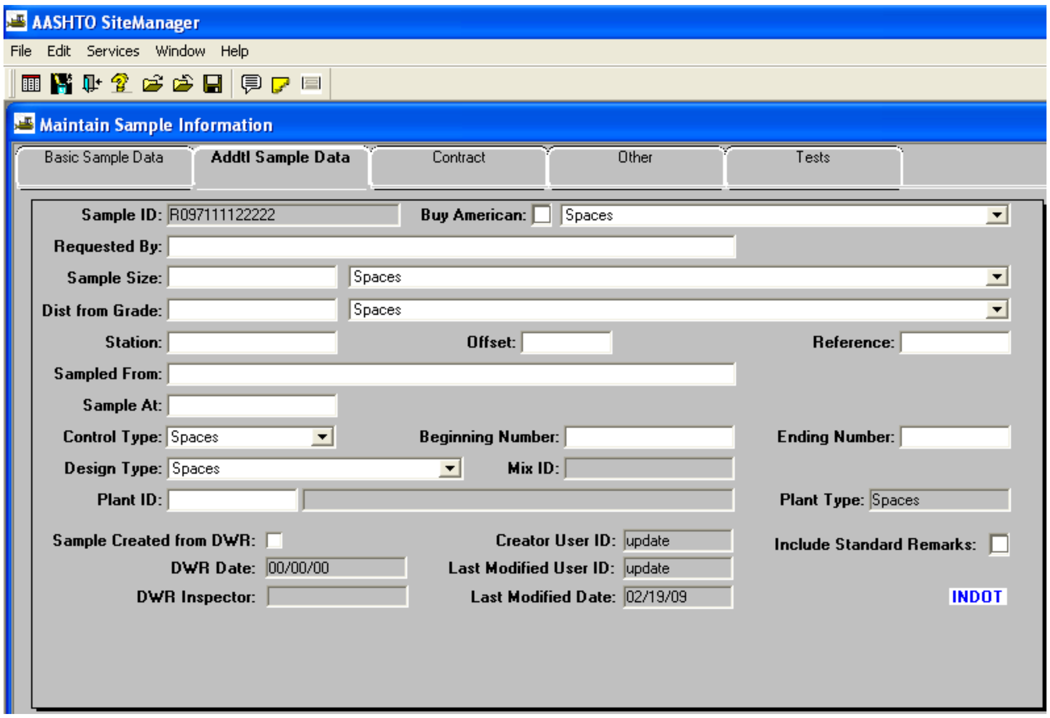
If a new record does not open, select **New** from the toolbar

Enter the following information:
Sample ID: R091277112345
Status: Spaces
Sample Date: 02/10/08
Sample Type: Acceptance Testing
Acceptance Method: Test Results
Material: 401M34513
INDOT Sampler/Witness: d90fly
P/S-Mnfctr: Hot Mix Stuff, Inc.
Geog. Area: LaPorte District Field
Represented Qty: 1000.00 Ton (English)

"Click" on **Save** from the toolbar.

Additional Sample Data tab

When a sample requires a test, additional information about the sample is entered in the **Additional Sample Data** tab.



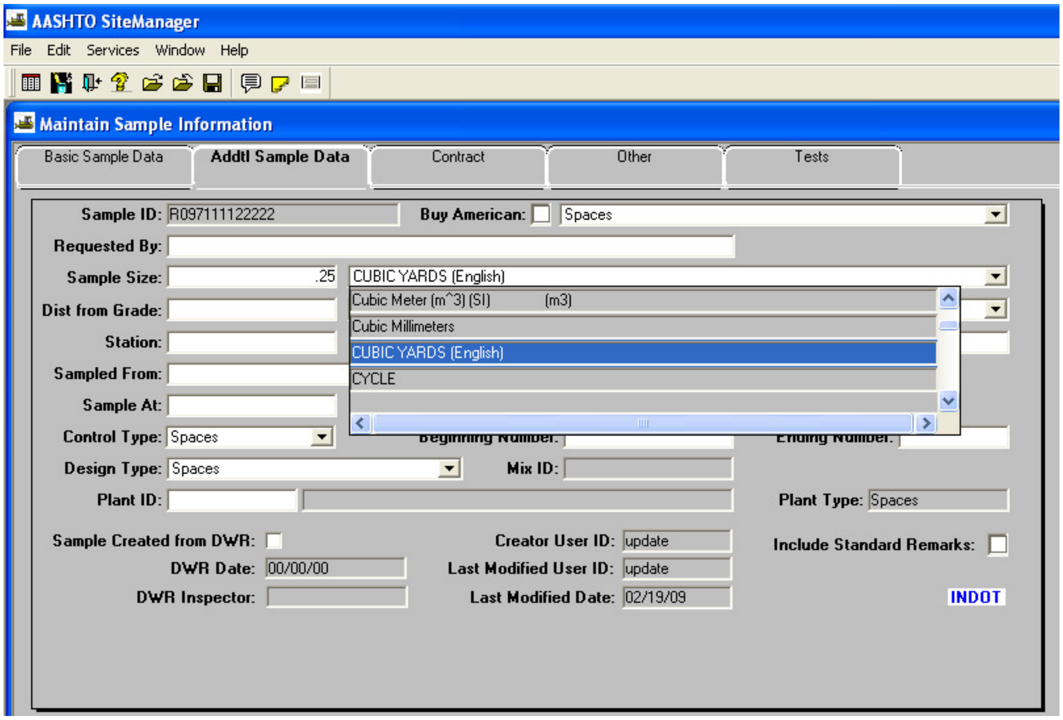
"Click" on the **Addtl Sample Data** tab to continue entering the sample information.

NOTE: Verify the correct Sample ID appears in the **Sample ID** field. If the sample ID is incorrect, "Click" the **Open** button located on the toolbar to select the correct sample ID.

- **Buy American**: This field is not utilized by INDOT.

- **Requested By**: The **Requested By** field identifies the person or organization requesting the sample. This field will not be utilized for most samples. Examples of when this field will be used include when a person requests an approved material verification sample or development requests roadway cores.

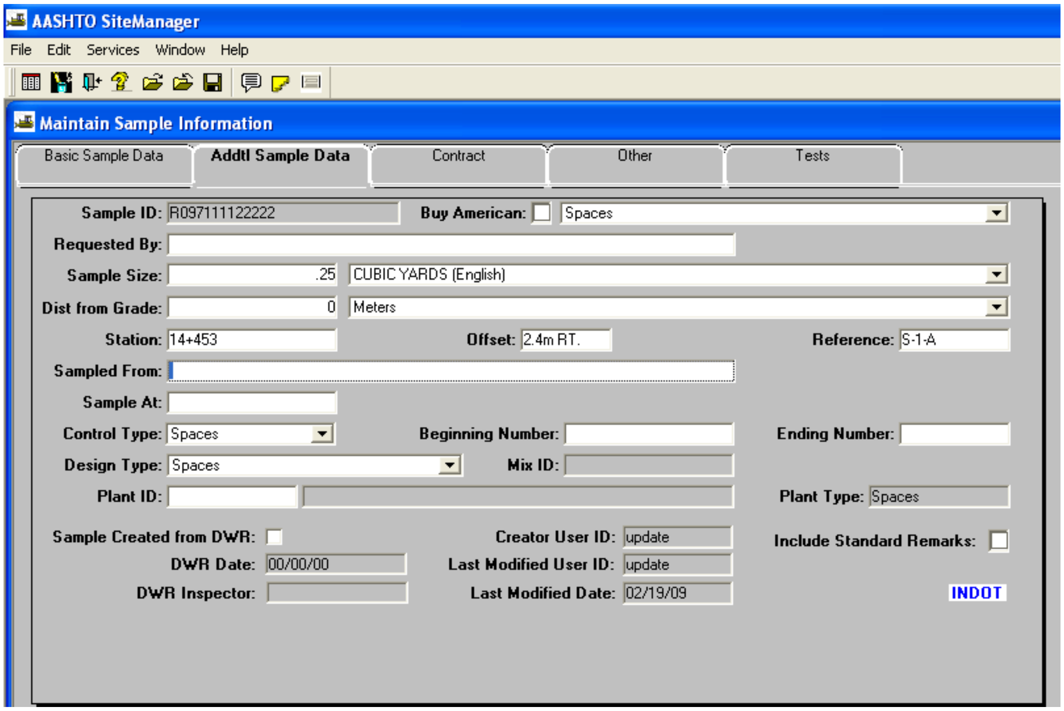
"Enter" the name of the person or organization requesting the sample in the **Requested By** field, if applicable.



Sample Size: The **Sample Size** is the actual sample size being taken. It is appropriate to use this field when the sample is sent to another location for testing.
The **Sample Size** should include sufficient material to perform all tests included on the **Tests** tab.

"Enter" the sample size in the **Sample Size** field.

"Click" on the appropriate sample size unit from the drop-down list located to the right of **Sample Size**.



Dist from Grade: The **Distance from Grade** field is for the elevation relative to the original grade or the lift number that the sample was taken.

“Enter” the appropriate distance, using “+” for above original grade and “-“ for below original grade, in the **Dist from Grade** field, if applicable.

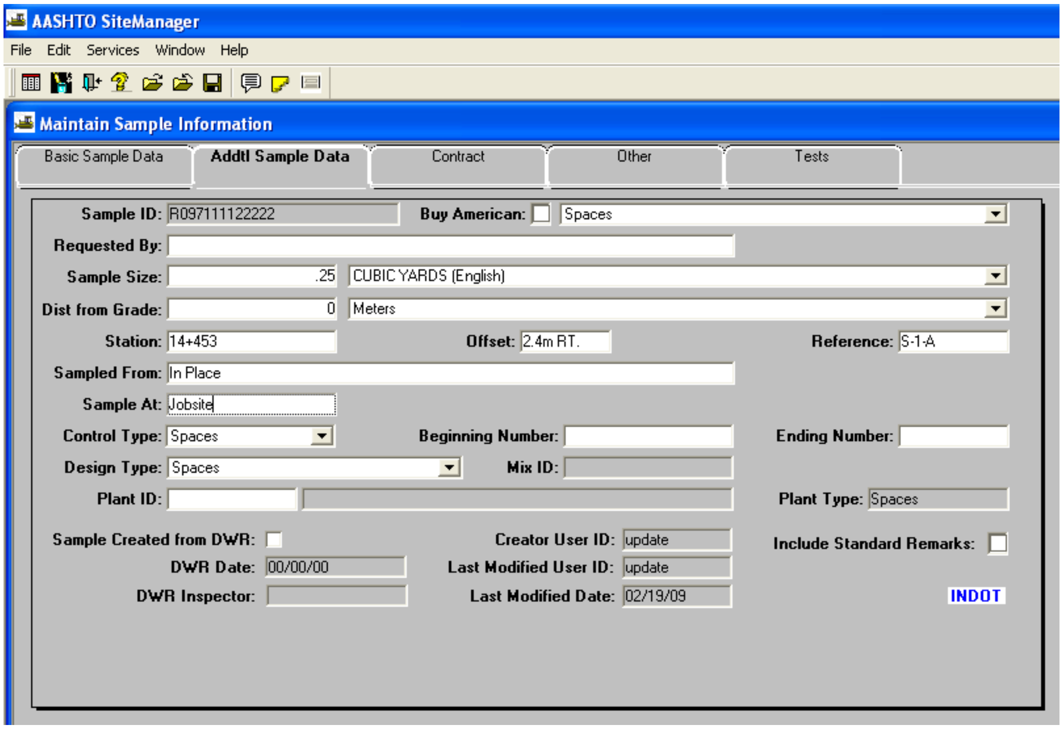
“Click” on the appropriate distance unit or **Lift Number** from the drop-down list located to the right of **Dist from Grade**.

Station: The **Station** field indicates the location the sample is taken. “Enter” the station location in the **Station** field, if applicable.

Offset: The **Offset** field indicates the offset distance and centerline reference (center, right or left). “Enter” the offset distance and the centerline reference (right, left or center) in the **Offset** field, if applicable.

Reference: The **Reference** field indicates the Line of the stationing referenced in the **Station** field.

“Enter” the Line of stationing in the **Reference** field, if applicable.



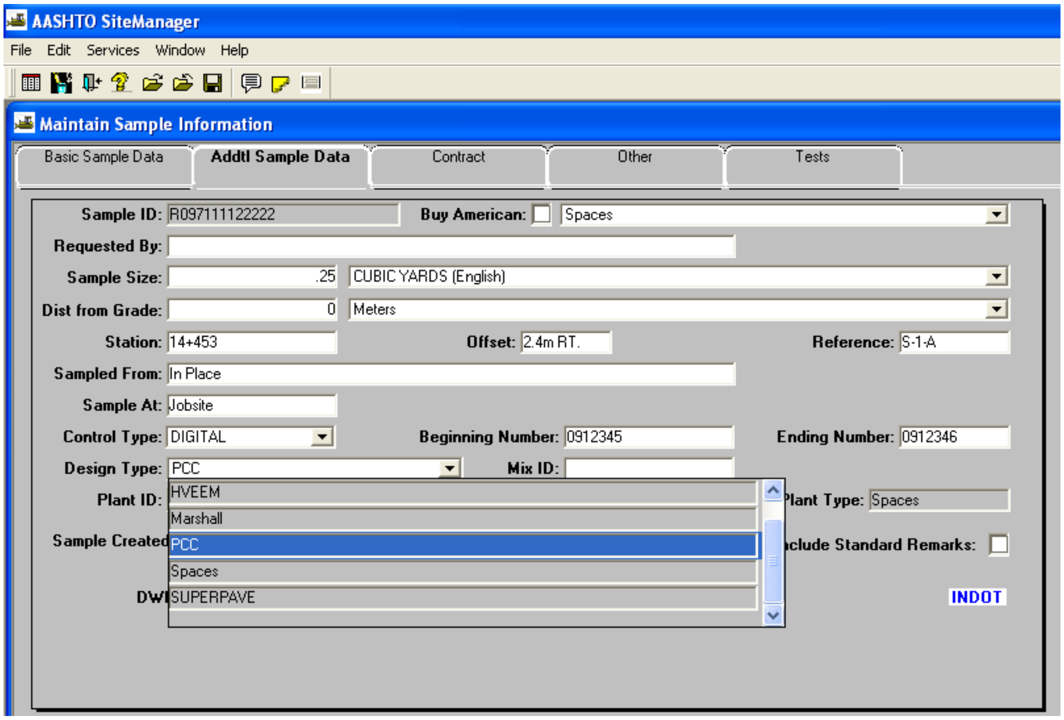
Sampled From: The **Sampled From** field indicates a general location the sample was taken. This field can contain 39 characters. A list of sample locations include:

Stock or Stockpile	Bin or Tank	Truck Barge or Car
In Place	Ledge or Pit	Common Excavation
Bin or Tank	Processing Equipment	Other

"Enter" the sample location in the **Sample From** field. If **Other** is selected, enter the Other sample location in the Remarks balloon.

Sampled At: The **Sample At** is the source where the sample was obtained.

"Enter" the source of the sample in the **Sampled At** field.



- **Control Type**: The **Control Type** field is a drop down field to select S, M, or P.

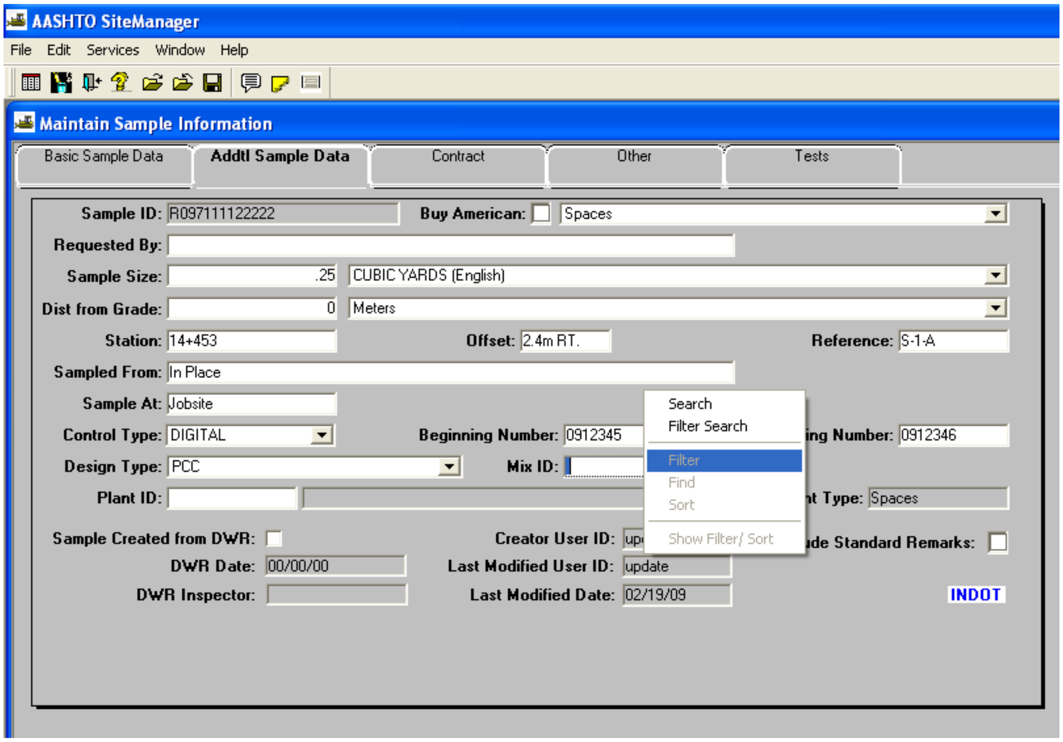
- **Beginning Number**: The **Beginning Number** field will hold the first number of the seal series. The format is # # # # # #.

  "Enter" the first number in the **Beginning Number** field, if applicable.

- **Ending Number**: The **Ending Number** field is the last number of the seal series associated to the Control Type. The format is # # # # # # #. If there is only one number associated to the Control Type, then the Ending Number field is left blank.

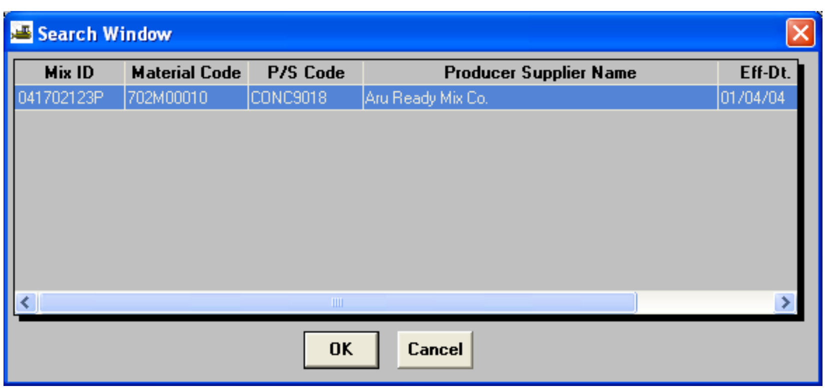
  "Enter" the number in the series in the **Ending Number** field, if applicable.

- **Design Type**: The **Design Type** field identifies the mix design type for the sampled material. The only two types of mix design utilized by INDOT are **SUPERPAVE** and **PCC**. "Click" on the appropriate design type from the **Design Type** drop-down list, if applicable.



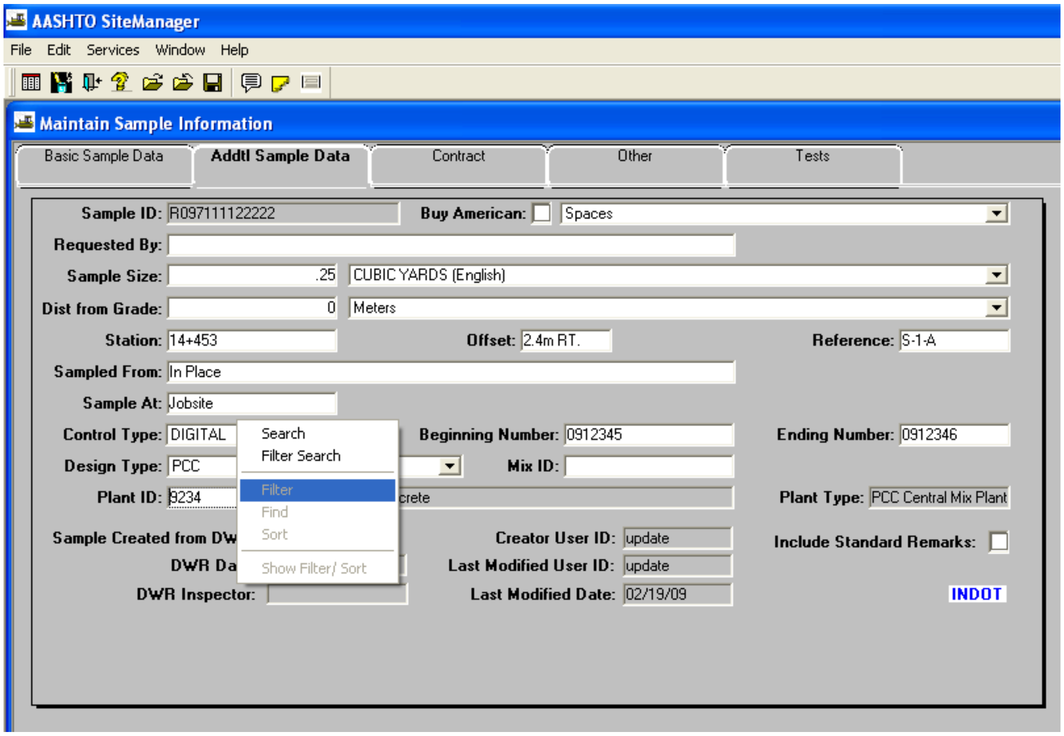
Mix ID: The **Mix ID** identifies the mix for the designated design type. This field must be populated when a mix design is required per specification. This field opens when a **Design Type** is chosen.

"Right-click" on the **Mix ID** field and "click" on **Search**.



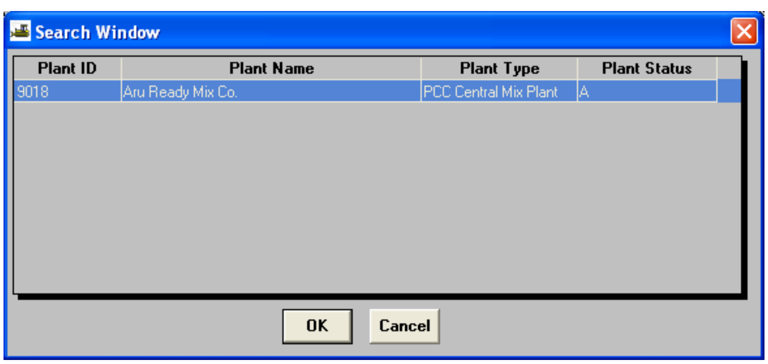
A list of **Mix ID's** associated to the material code appears. Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Mix ID**.

"Double-click" on the appropriate **Mix ID**.



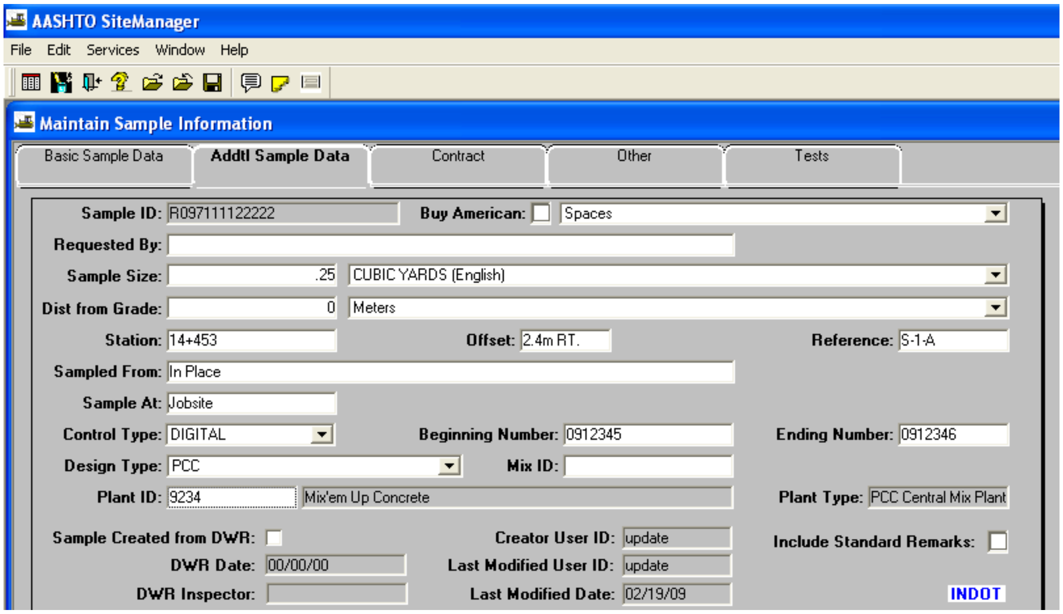
- **Plant ID**: The **Plant ID** field is used when an approved Producer or Supplier is selected in the **P/S-Mnfctr** field on the **Basic Sample Data** tab. Only those plants that are associated to the selected **Source** will be available.

  "Right-click" on the **Plant ID** field and "click" on **Search**.



If applicable use the Scroll or Find/Filter/Sort technique to locate the appropriate **Plant ID.**

"Double-click" on the appropriate **Plant ID**.



Sample Created from DWR: The check box will be checked if this sample record was created via the Material Inspection Detail (MID) window from the Daily Work Report (DWR). This field is automatically populated if the record was created via the MID

Creator User ID: The Creator User ID is the User ID of the person creating the sample. This field is automatically populated when a sample is created and saved.

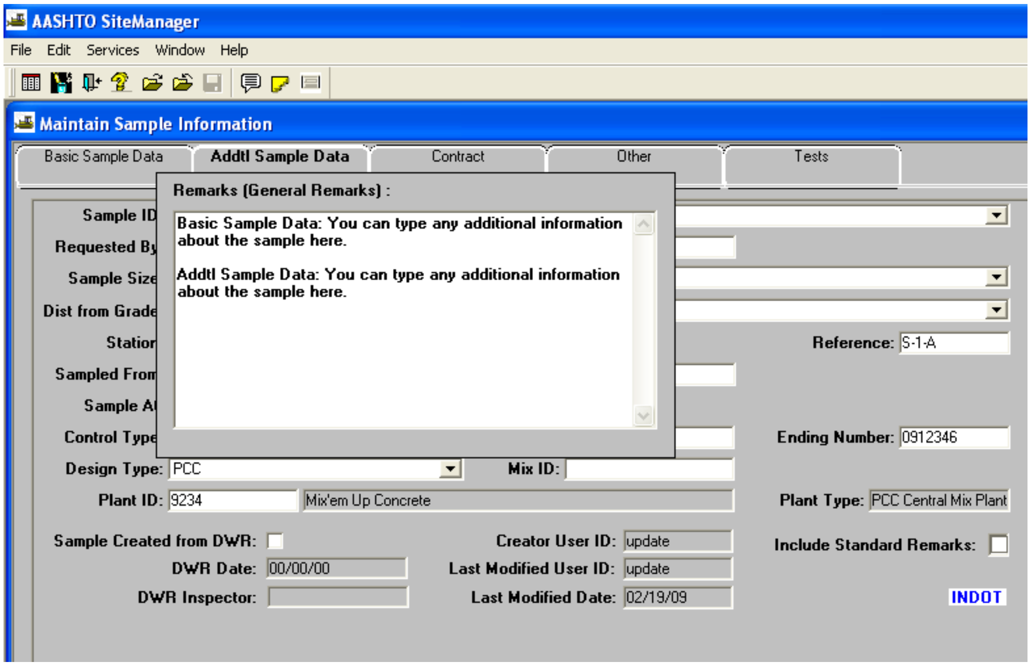
Include Standard Remarks: This field will not be utilized by INDOT.

DWR Date: is the Daily Work Report date the sample record was created from via the Material Inspection Detail (MID) window.

Last Modified User ID: The **Last Modified User ID** is the User ID of the latest person who modifies the sample. This field is automatically populated when a sample is modified and saved. When the sample is created, the Last Modified User ID will be the same as the Creator User ID.

DWR Inspector: is the SiteManager **User ID** of the Daily Work Report author associated to the Sample Record. This field is automatically populated when a sample is created and saved.

Last Modified Date: The date the sample was last modified and saved. This field is automatically populated when a sample is modified and saved.



Remarks: Additional information about a sample can be made in the **Remarks** balloon. Remarks can be entered in the remarks balloon in either the **Basic Sample Data** tab or **Addtl Sample Data** tab and the remarks appear in both tabs. The remark can be revised in either of these two tabs and the revision appears in both tabs. Identify which tab remarks pertain to.

After all information is entered on this tab, carefully review it, then save the information by "clicking" the **Save** icon.

F-5 Additional Sample Data Tab – Group Exercise

Log into SiteManager:	update
Password:	pass

Navigate from the **Main Panel:**

"Double-click" on **Materials Management (+)** icon
"Double-click" on **Sampling and Testing (+)** icon
"Double-click" on **Sample Information** icon

Select Sample ID: **R091277112345**

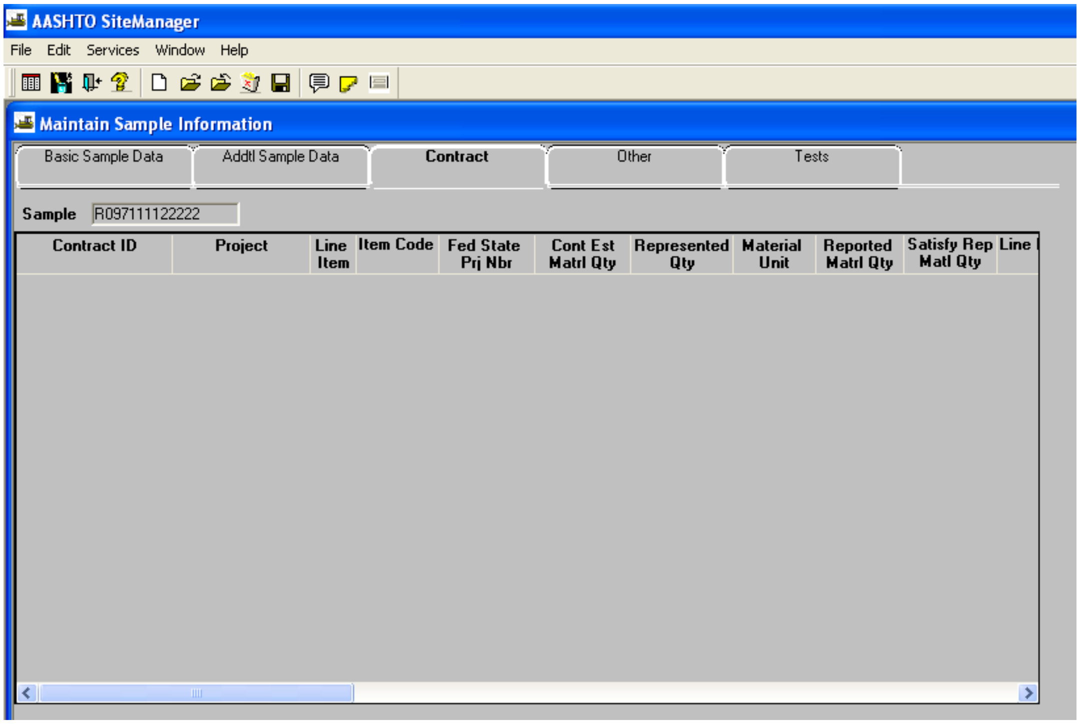
Enter the following information:

Sample Size:	0.25 CUBIC FEET (English)	
Station:	31+452.5	
Offset:	4 M. Rt	
Reference:	Line A	
Sampled From:	In Place	
Sample At:	Jobsite	
Plant ID:	9100	Rocky Bottom Hot Mix

Click on **Save** located on the toolbar.

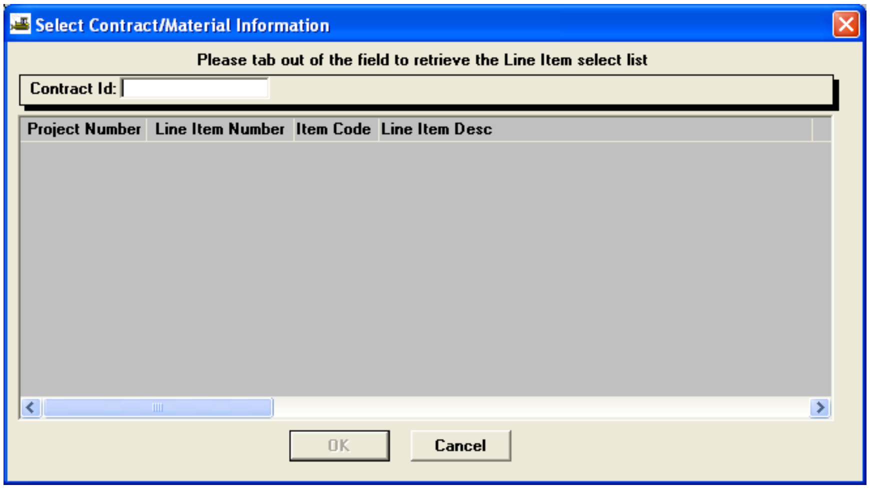
Contract tab

This tab is used to associate the sample to a specific Contract and line items.



“Click” on the **Contract** tab if the sample is to be associated to a contract and line items.

“Click” the **New** 🗋 icon.

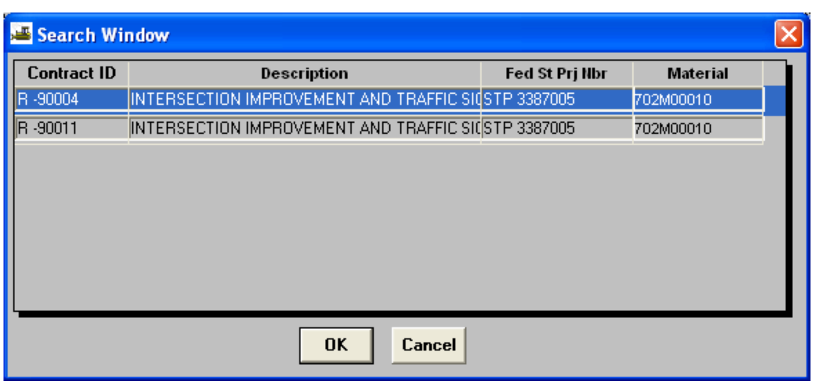


The **Select Contract/Material Information** panel appears.
The panel contains the following information:

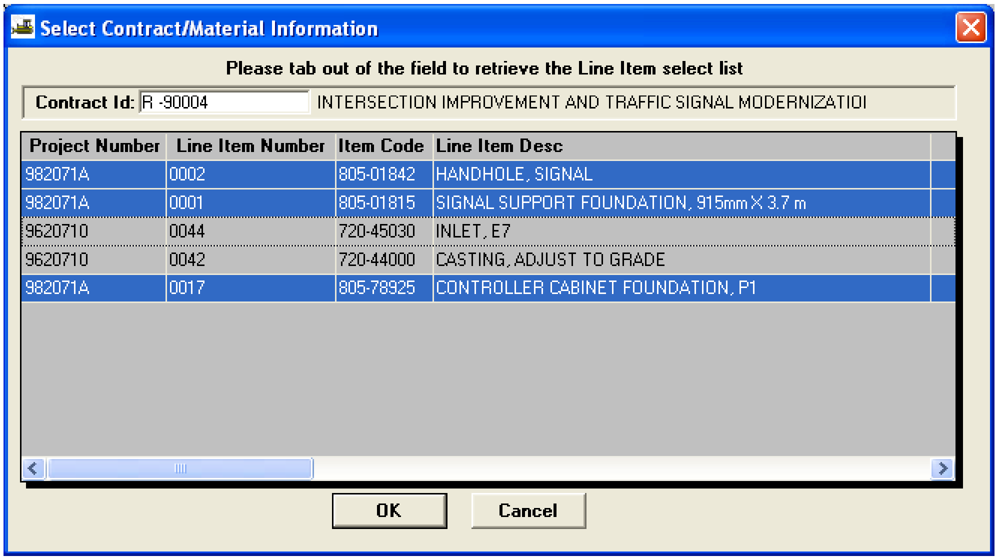
- **Contract ID: Contract ID** is the identification number assigned to the contract.
- **Project Number: Project Number** is the unique identifier for the project.

- **Line Item Number: Line Item Number** is the bid proposal line number for the work item
- **Item Code: Item Code** is the INDOT defined code describing the work item.
- **Line Item Desc: Line Item (Desc) Description** is the Title or Description of the work item.

"Right-Click" on the **Contract ID** field and "click" on **Search**.



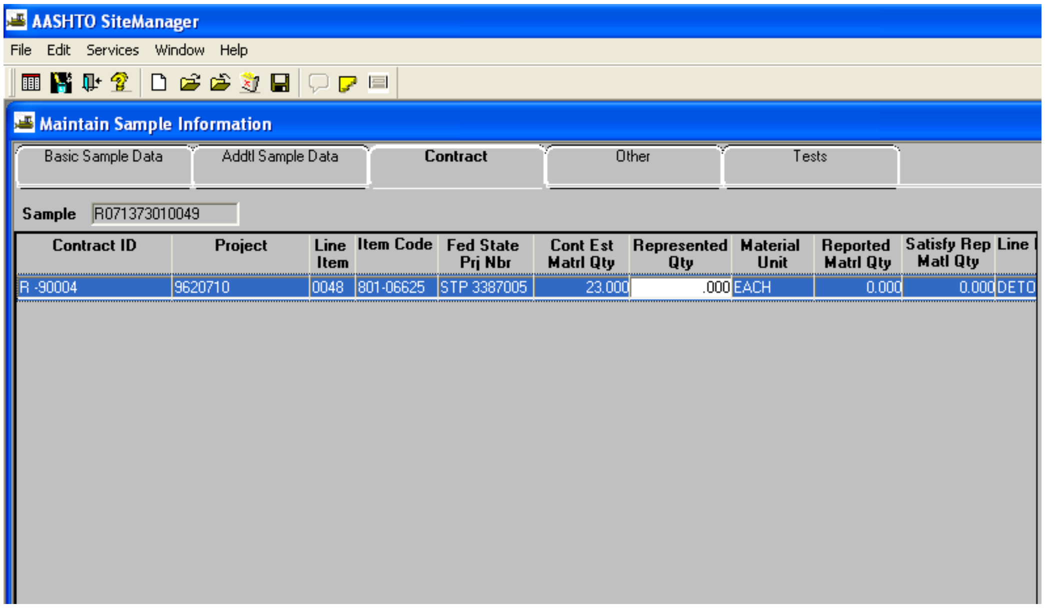
"Double-click" on the appropriate **Contract ID**.



A list of **Projects/Line Items** that have the material associated to it will appear. Locate the appropriate **Project Number** and **Line Item Number** that is to be associated to the sample.

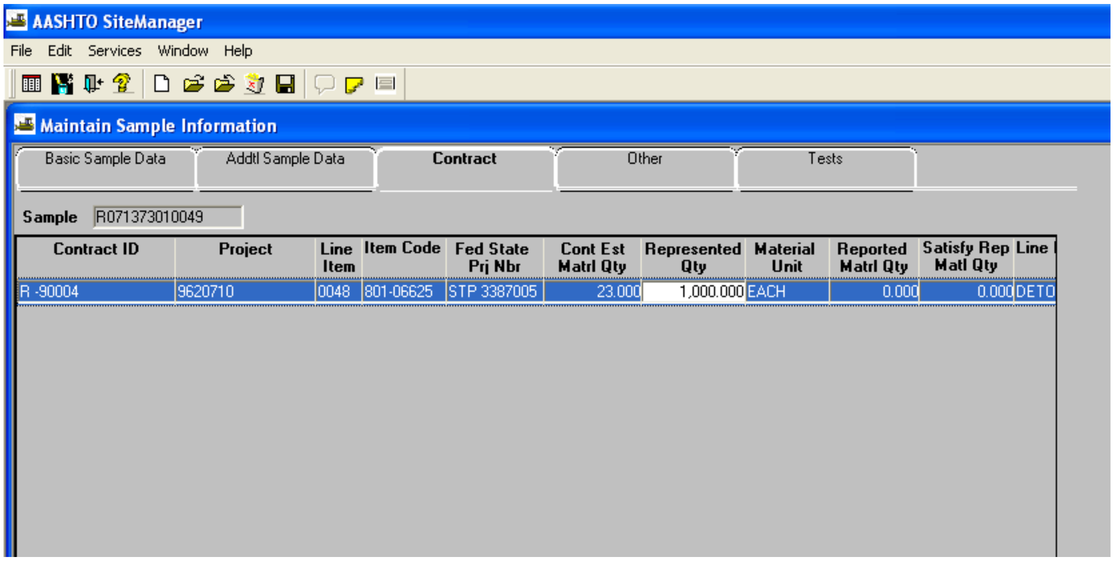
Note: Multiple **Line Item Numbers** may be selected by holding down on the "Ctrl" key and "Clicking" on each **Line Item Number**.

"Select" the appropriate **Line Item Number** or **Numbers**. Then "Click" on **OK**.



The **Contract** data window contains columns for the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Project:** INDOT defined **project (PCN)** number.
- **Line Item:** The bid proposal or contract line item number for the work item.
- **Item Code:** is the unique identifier associated to the Line Item.
- **Fed State Prj Nbr:** The **Federal State Project Number** that identifies the contract.
- **Cont Est Matrl Qty:** Material Quantity Estimate for the entire contract item.
- **Represented Qty:** In place quantity represented by the material sample.
- **Material Unit:** Unit of measure for the material.
- **Reported Matrl Qty:** installed or payable quantity
- **Satisfy Rep Matl Qty**: is the material quantity that satisfies the reporting requirements for the Contract.
- **Line Item Desc:** Description of the contract line item, title.
- **Supplemental Description 1:** A text description supplemental to the Item Description.
- **Supplemental Description 2:** A text description supplemental to the Item Description.
- **Contract Description:** Title or description of the Contract.



The **Representative Quantity (Represented Qty)** is the amount of material that is represented by the sample for a given project/line item. The total **Representative Quantity** on the **Contract** tab shall not exceed the **Represented Quantity** on the **Basic Sample Data** tab.

"Enter" the appropriate quantity for each project/line item in the **Represented Qty** field.

"Click" the **Save** icon.

F-5 Contract Tab – Group Exercise

Log into SiteManager: update
Password: pass

Navigate from the **Main Panel:**

“Double-click” on **Materials Management (+)** icon
“Double-click” on **Sampling and Testing (+)** icon
“Double-click” on **Sample Information** icon

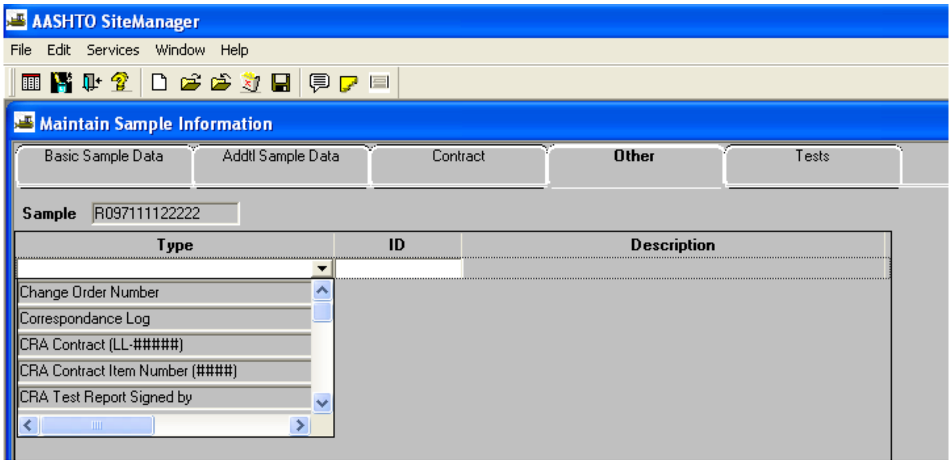
Select Sample ID: **R091277112345**

Enter the following information:

Contract: R-90011
Project: 9620710
Line Item: 0023
Represented Qty: 10.000 Megarams
Line Item: 0017
Represented Qty: 2.000 Megarams

“Click” on **Save** located on the toolbar.

Other Tab



Additional information about the sample is recorded in the **Other** tab. Only topics that are appropriate for the sample information record will be selected.

The topics of the additional information from the **Type** drop-down list include:

Effective Date (mm/dd/yy): This field MUST be populated when the sample's test(s) have a specification reference and the **Acceptance Method** field located on the **Basic Sample Data** tab is **Test Results**. This date provides the information needed by the testing labs to ensure the appropriate specification limits will be applied to the material. If material sampling and testing information for the sample is in a special provision, call the Central Office Materials and Tests Material Certification Supervisor to obtain the **Effective Date**. Otherwise, enter the contract's supplemental specification date. The date format shall be mm/dd/yy.

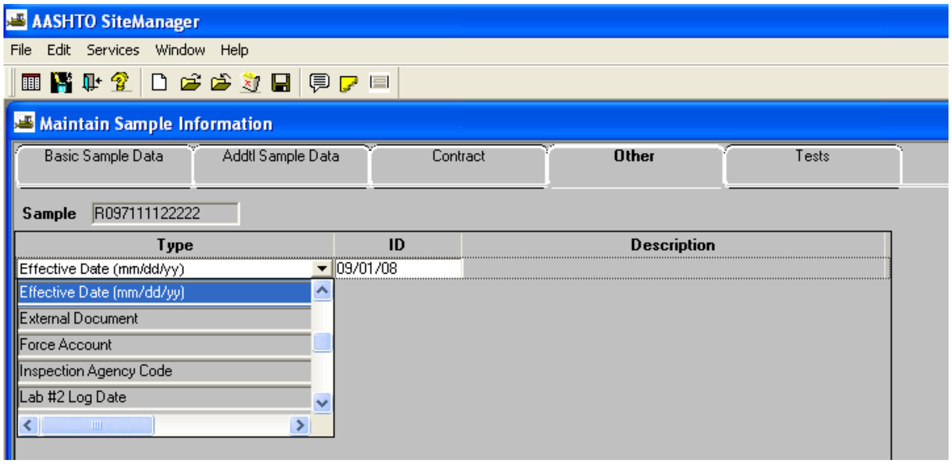
Change Order Number: Associates this record to a specific Change Order. Enter the Change Order Number in the **ID** field.

Correspondence Log: For associating this record to a specific piece of correspondence. Enter the Correspondence Log Number in the **ID** field.

CRA Contract (LL-#####): Not used

CRA Contract Item Number (####): Not Used

CRA Test Report Signed By: Not Used



Disputes/Claims: For associating this record to a specific Dispute or Claim. Enter the Dispute /Claim Number in the **ID** field.

External Document: For associating this record to a specific external document.

Force Account: For associating this record to a specific Force Account.

Lab #2 Log Date: Enter the date the sample is received at the second lab in the **ID** Field

Lab #3 Log Date: Enter the date the sample is received at the third lab in the **ID** Field

Lab #4 Log Date: Enter the date the sample is received at the fourth lab in the **ID** Field

Lab #5 Log Date: Enter the date the sample is received at the fifth lab in the **ID** Field.

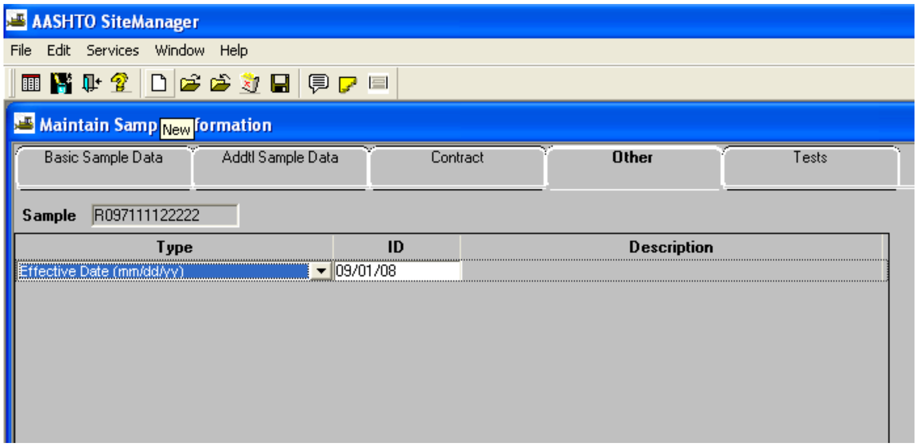
Link To (Sample ID): When a sample needs to be linked to more than one sample, the sample ID's of the sample records that are not linked in the Basic Sample Data tab are entered here. Create a new entry for each additional sample ID. Enter the Sample ID in the **ID** Field.

MSDS Code: Enter the MSDS code for the material in the **ID** Field

Purchase Order: Enter the departmental purchase order number in the **ID** Field. Do not enter the construction contract purchase order numbers in this field.

Sub-District Number (####): Enter the district number if the sample record is associated to a QPA or PO.

"Enter" the corresponding information for the **Type** selection in the **ID** field.



"Click" the **New** icon to add additional **Type**, if applicable.

After all information is entered on this tab, carefully review it.
After reviewing the information and verifying it's correct, save the information by "clicking" the **Save** icon.

F-5 Other Tab – Group Exercise

Log into SiteManager: update
Password: pass

Navigate from the **Main Panel:**

"Double-click" on **Materials Management (+)** icon
"Double-click" on **Sampling and Testing (+)** icon
"Double-click" on **Sample Information** icon

Select Sample ID: **R091277112345**

Enter the following information:
Effective Date: 09/01/09
Change Order Number:001

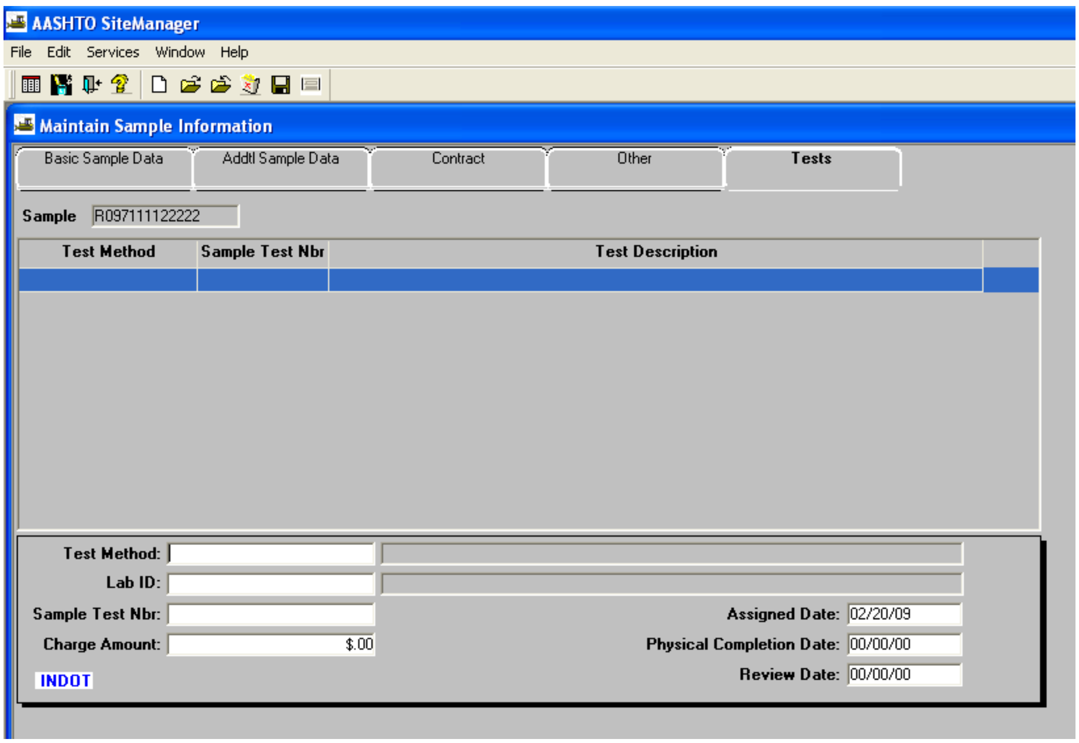
"Click" on **Save** located on the toolbar.

Tests Tab

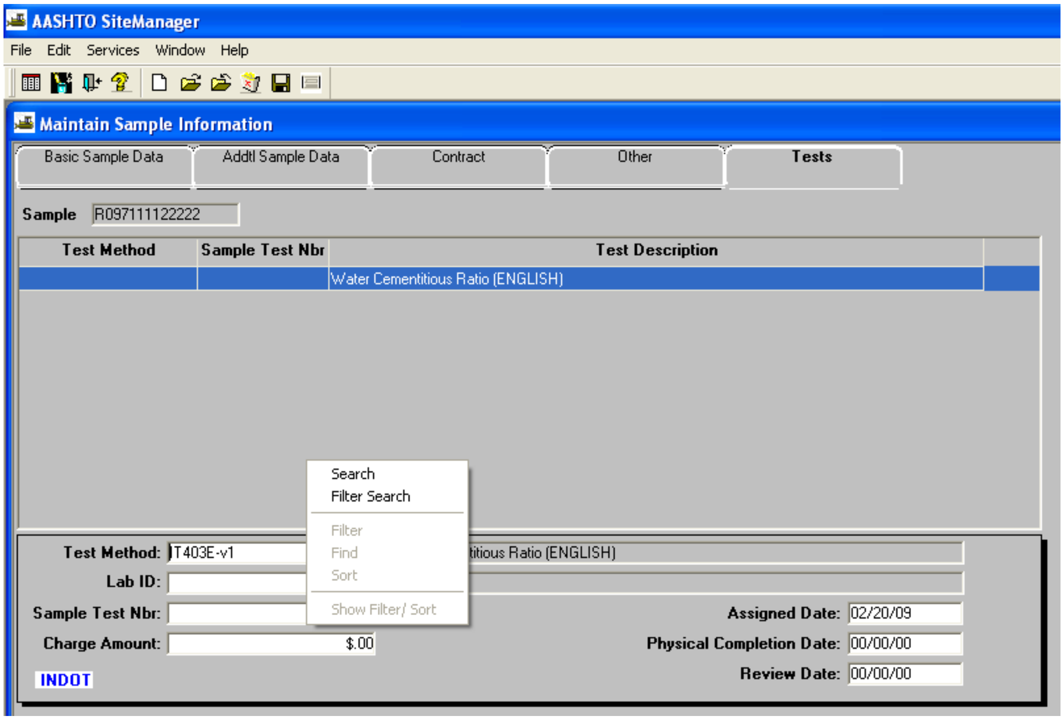
Test methods, labs, sample test numbers, and dates associated to the test methods are designated in the Tests tab.

The lab ID will be entered by lab personnel when the sample is tested in a lab.

Note: Samples that are submitted to District Labs for testing, such as QC/QA HMA Asphalt information for the Tests Tab will be entered by the District Testing Staff. Samples will then be authorized by the Supervisor that Reviews the test data.

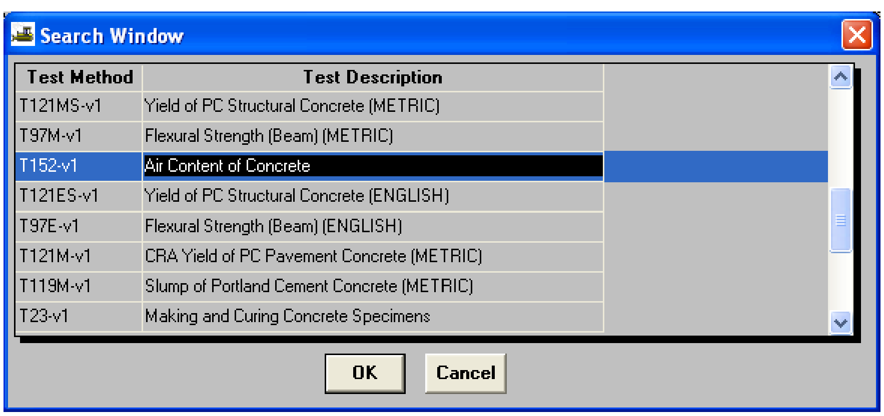


“Click” on the **Tests** tab.



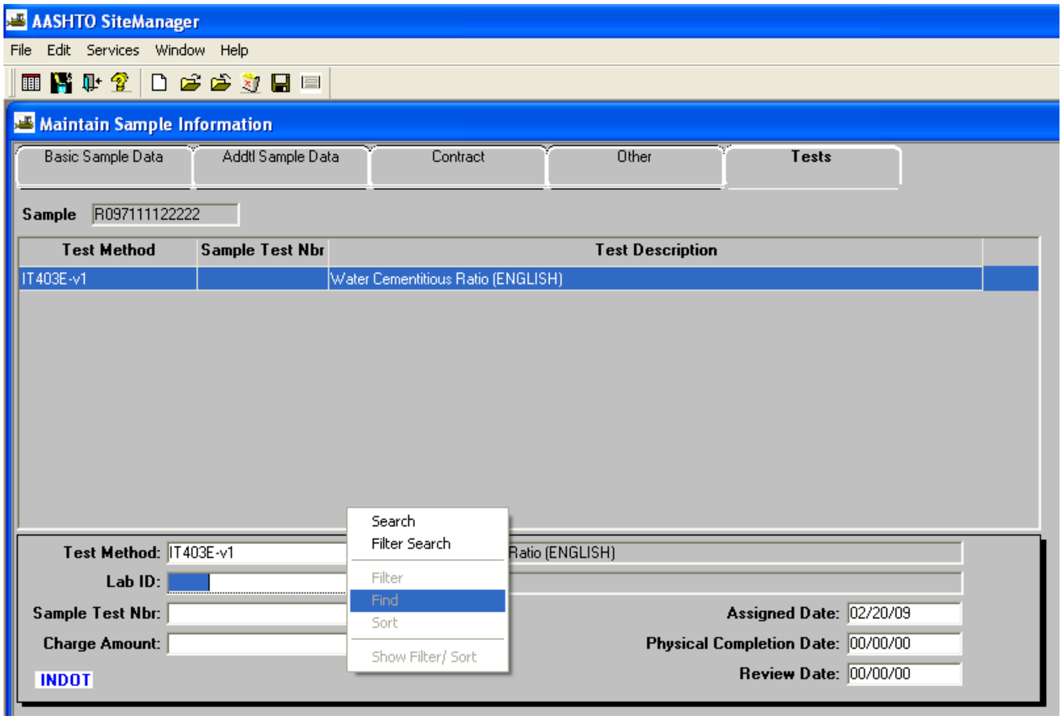
- **Test Method:** The **Test Method** field is where test methods are associated to a sample. More than one test method and multiple copies of the same test method can be associated to a sample.

  "Right-click" on the **Test Method** field and "click" on **Search**.

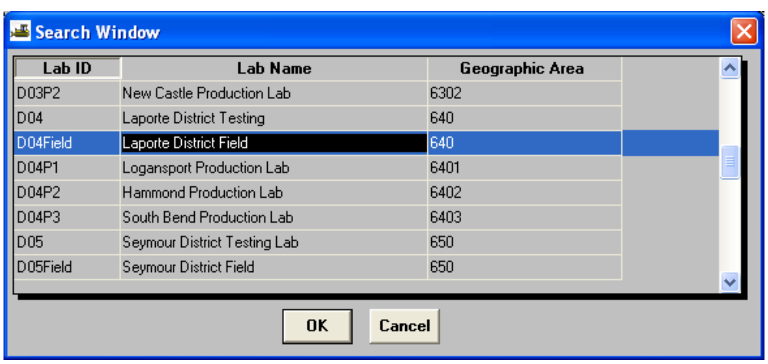


Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Test Method.**

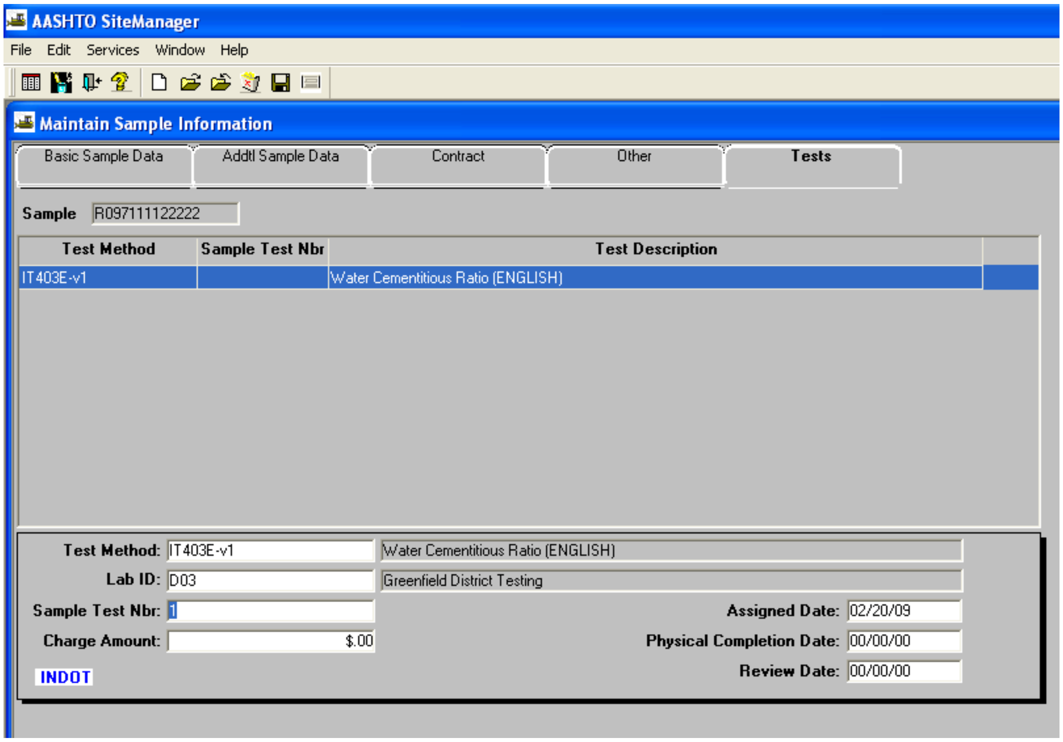
"Double-click" on the appropriate **Test Method.**



- **Lab ID:** The **Lab ID** is the location where the sample is tested for the specified test method. The **Lab ID** will be entered by lab personnel when the sample is received at a lab. Tests performed in the field will have a **Lab ID** of **DXX Field** where XX equals the district in which the test was performed.
  "Right-click" on the **Lab ID** field and "click" on **Search**.



Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Lab ID.**
"Double-click" on the appropriate **Lab ID**.



- **Sample Test Nbr:** field is a unique number for the test assigned by the individual selecting the test method. When there are multiple entries for the same test method name, the **Sample Test Nbr** will be a unique sequential number for each entry. "Enter" the appropriate number in the **Sample Test Nbr**.

- **Assigned Date:** The **Assigned Date** is the date a test is assigned to a tester. This field defaults to the date the Test Method entry is created. If the defaulted date is not the date the test is assigned to a tester, then it will need to be modified. This field does not need to be modified from the default date for contract-related sample records that are used for certifications, pre-tested material, approved material and approved producer/suppliers. "Enter" the appropriate date in the **Assigned Date** field.

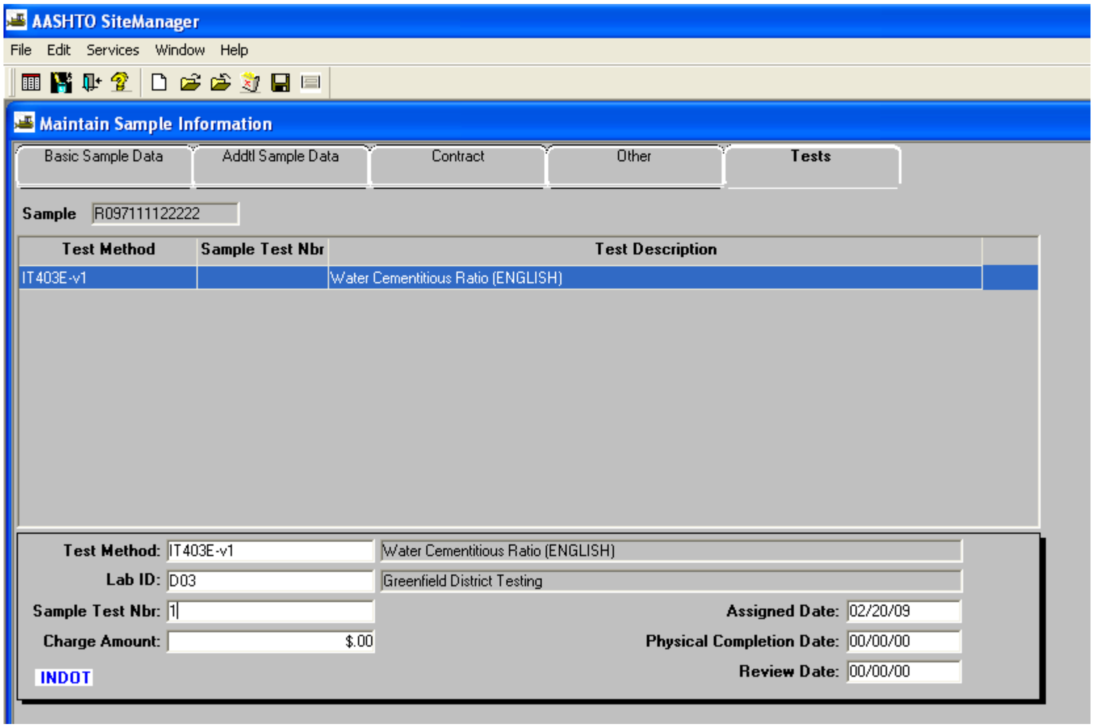
- **Physical Completion Date:** The **Physical Completion Date** field is populated by the Tester when the test is complete and ready for review.

- **Review Date:** The **Review Date** field is populated by the tester's supervisor after the test results have been reviewed. When the PE/S is the tester, the PE/S enters this date. When the lab supervisor is the tester, the lab supervisor enters this date. The sample can not be authorized until this field is populated with a date.

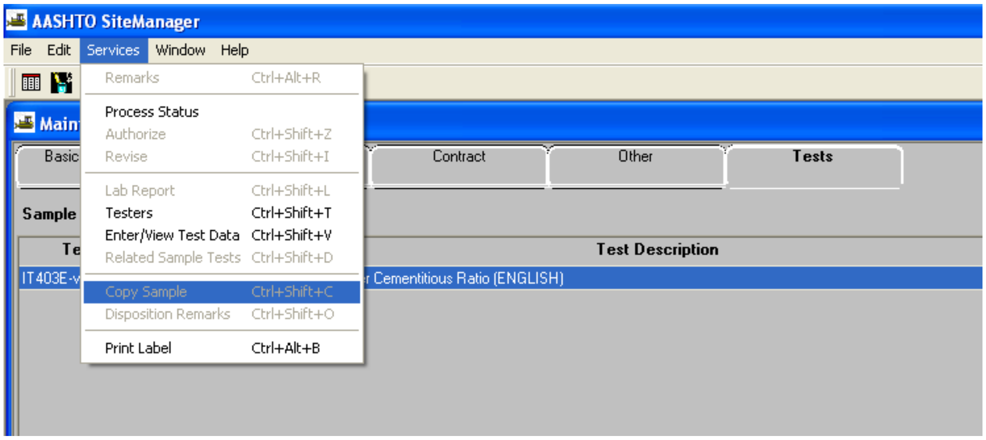
"Click" the **Save** icon. To create an entry for another test method, "click" the **New** icon and repeat the process.

Selecting Testers

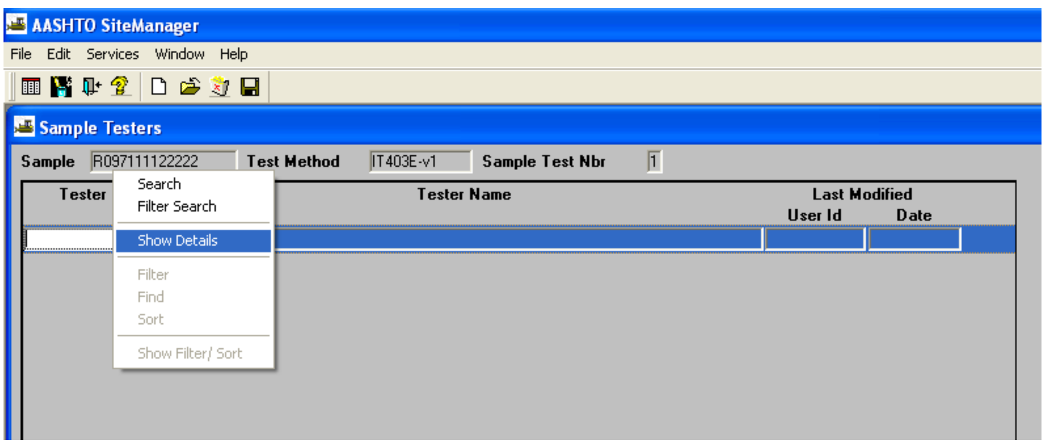
A tester must be assigned for each Test Method listed on the Tests tab before data can be entered for the test method.



"Click" on the appropriate **Test Method**. Verify it corresponds to the appropriate **Sample Test Nbr**.



"Click" on **Services** located on the toolbar.
"Click" on **Testers**.



The **Sample Testers** window opens showing the.

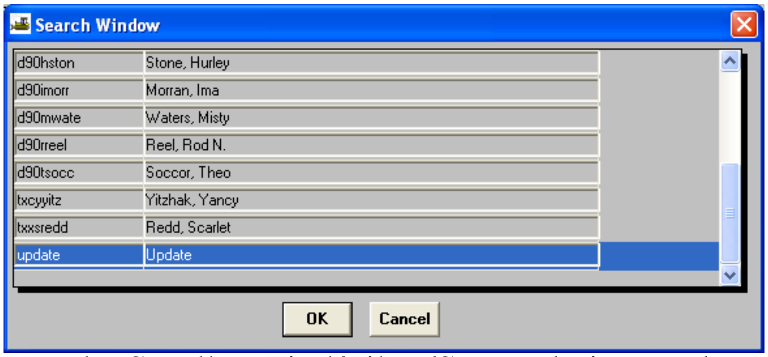
Tester ID: Is the unique SiteManager ID number associated to the Tester.

Tester Name: Is the SiteManager user associated to the **Tester ID**.

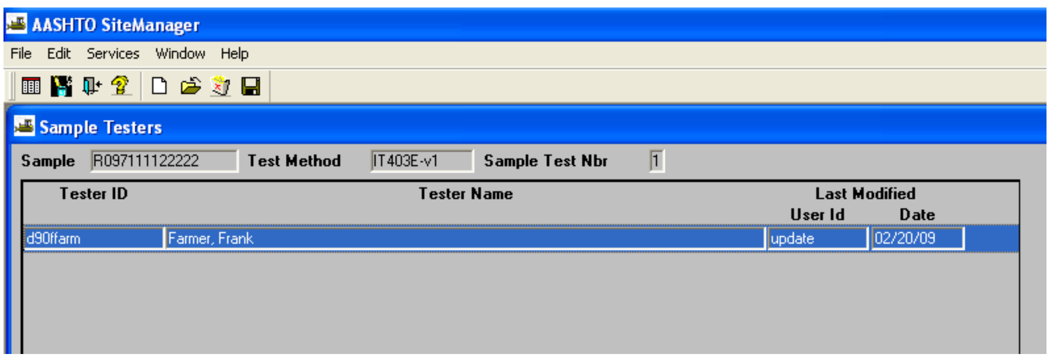
Last Modified User Id: This field is automatically populated by SiteManager with the last person who modifies this record.

Last Modified Date: This field is automatically populated by SiteManager with the date that this record was modified.

To enter the appropriate Tester "Right-click" on the **Tester ID** field.
"Right-click" on **Search**.

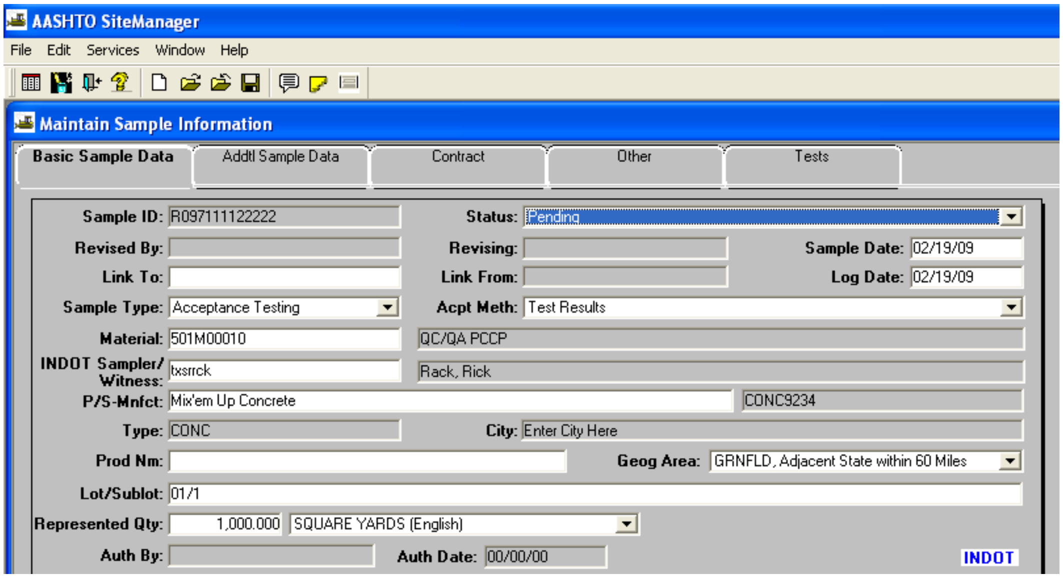


Use the Scroll or Find/Filter/Sort technique to locate the appropriate tester's name. "Double-click" on the appropriate tester name. Then "click" on **OK**.



"Click" the **Save** button located on the toolbar. Then "click" on the Close button located on the toolbar

After testers have been assigned to all test methods, "click" on the **Basic Sample Data** tab.

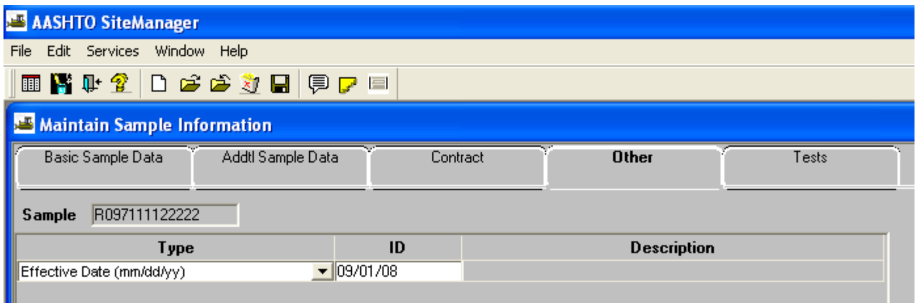


“Select” **Pending** from the **Status** drop-down list.
“Click” the **Save** icon.

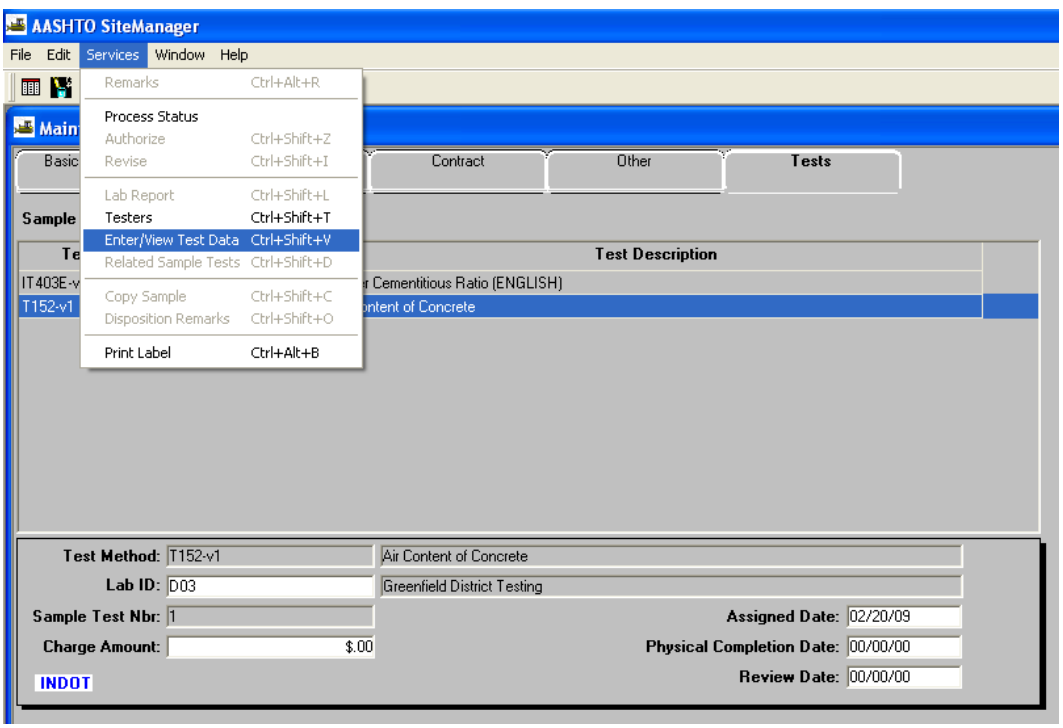
Entering Test Data

Data associated to tests will be entered in test templates by the tester.

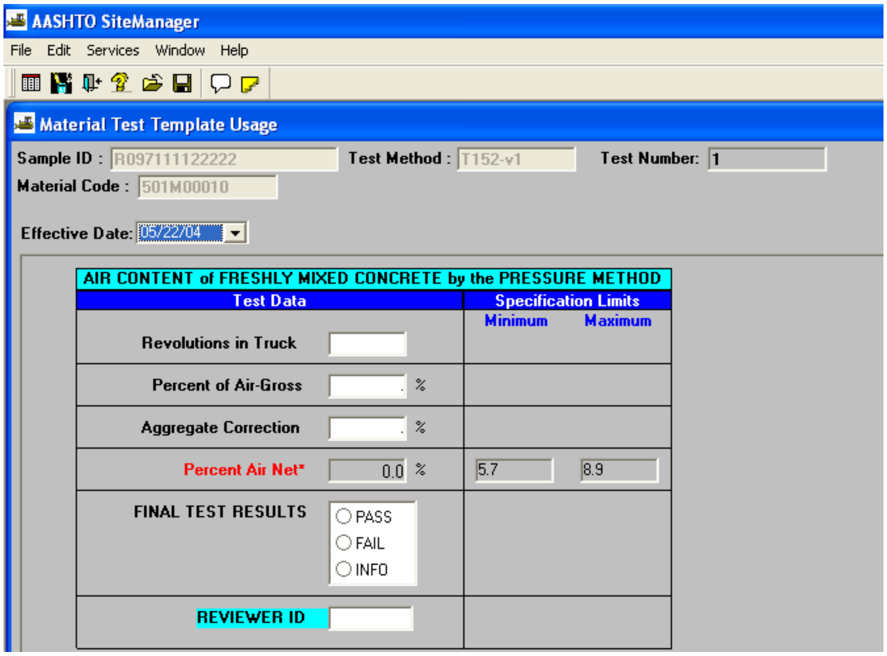
Note: Use the **TAB** key and **NOT** the mouse to navigate through the fields to enter the data. Otherwise, the results might not calculate correctly.



Before entering the data, the tester will open the sample and navigate to the **Other** tab to determine the **Effective Date** for the material, if applicable.



Data must be entered into a material template for each test method associated to the sample record.
“Click” on the appropriate **Test Method**. Verify the correct **Sample Test Nbr** is chosen.
“Click” on **Services** located on the toolbar.
“Click” on **Enter/View Test Data**.



The **Material Test Template Usage** window will appear.

There are three types of material templates utilized by INDOT that are described below:

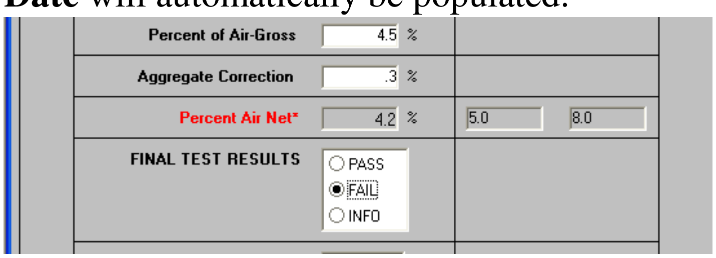
a. **Specification** Test Template: Data, entered or calculated, is compared to specification limits. The **Effective Date** field is available

b. **Test Method** Test Template**:** Data, entered or calculated, is not compared to specification limits. A message within the template will indicate when the results are to be entered into another template. The **Effective Date** field is not available.

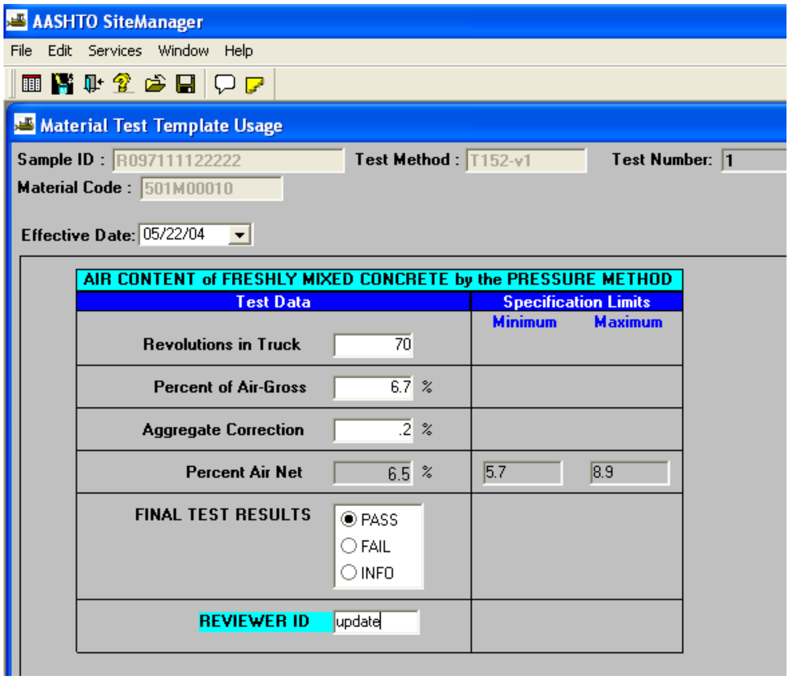
c. **Material** Template: Material data will be entered. Examples include check lists, batch numbers, lot numbers and A, D, J, M, P, Q, S, W numbers. The Effective Date field is not available.

Specification Test Template:

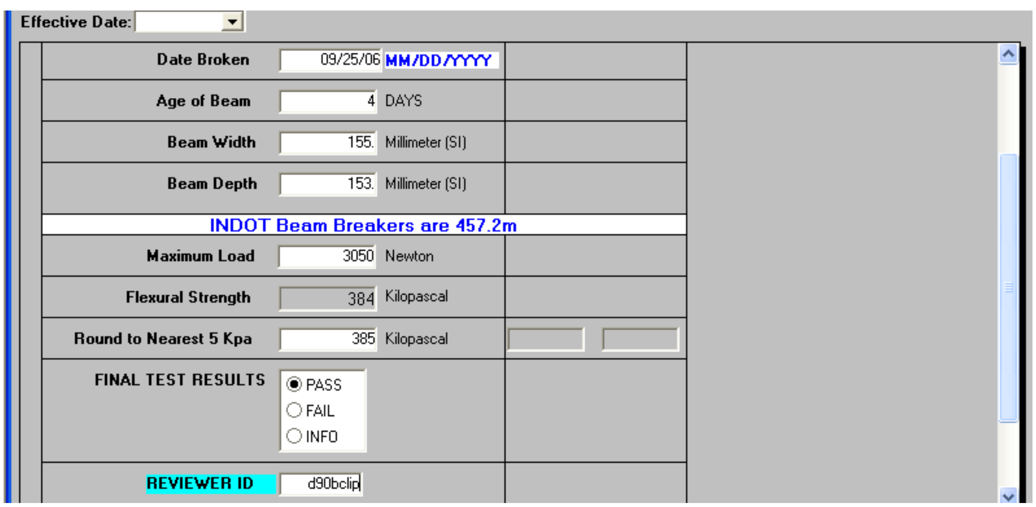
"Click" on the **Effective Date** drop-down list box and "click" on the appropriate **Effective Date**. The specification limits corresponding to the material and the **Effective Date** will automatically be populated.



As the test is performed, "enter" the data in the appropriate fields of the template. Use the TAB key and NOT the mouse to navigate through the fields and enter the data. If a failure occurs, an asterisk (*) will appear to the right of the label and the Label will turn red.



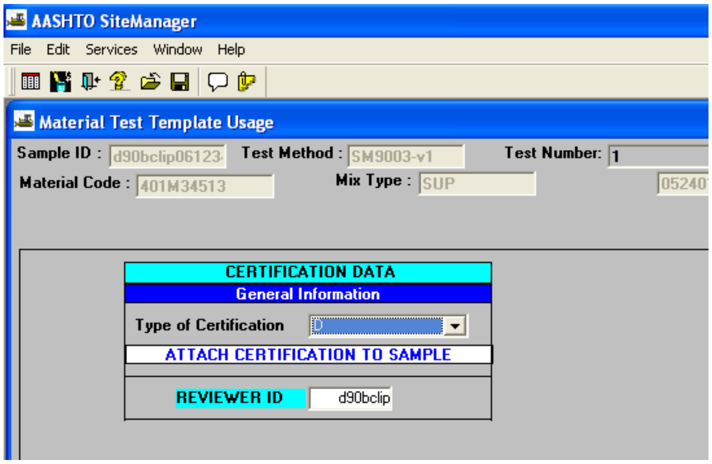
"Click" on the appropriate radio button, PASS, FAIL or INFO, from the **Results** field.
"Enter" the tester's supervisor's SM User ID in the **Reviewer ID** field.
"Click" the **Save** icon. "Click" the **Close** icon on the toolbar to exit this window.



Test Template:

As the test is performed, "enter" the data in the appropriate fields of the template. Use the TAB key and NOT the mouse to navigate through the fields and enter the data.

"Enter" the tester's supervisor's UserID in the **Reviewer ID** field.
"Click" the **Save** icon.
"Click" the **Close** icon on the toolbar to exit this window.



Material Template:

"Enter" the data in the appropriate fields of the template. Use the TAB key and NOT the mouse to navigate through the fields and enter the data.

Remarks: Additional information about a template can be made in the **Remarks** balloon. "Click" on the **Remarks** icon on the toolbar. Enter remarks

The **Remarks (General Remarks)** window opens. "Enter" the additional information here. "Click" on the **Remarks** icon to close this window.

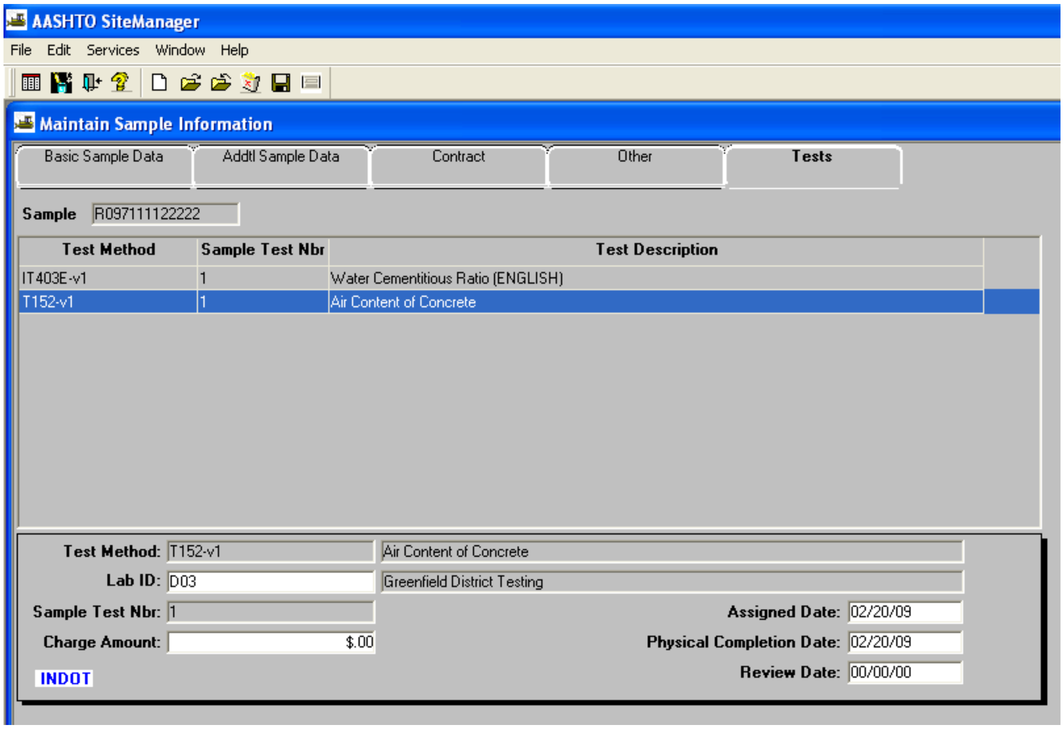
Notice that the **Remarks** balloon has lines in it. This indicates that there is a remark in the balloon.

Attachments: do not place attachments in the test/material template window. Attachments shall be placed on the Basic Sample Data tab window. See document **A-2-11-2 Attaching a Document to a Correspondence Log** for details on attaching documents.

"Enter" the tester's supervisor's UserID in the **Reviewer ID** field.

After all information is entered on this template, carefully review it. After the information is reviewed and correct, save the information by "clicking" the **Save** button.

"Click" the **Close** icon on the toolbar to exit this window.



Physical Completion Date: The **Physical Completion Date** field is populated by the Tester when the test is complete and ready for review.

"Click" the **Save** icon.

If additional test method data needs to be entered, "click" on the appropriate **Test Method** and repeat this process.

"Click" the **Close** icon to exit this window.

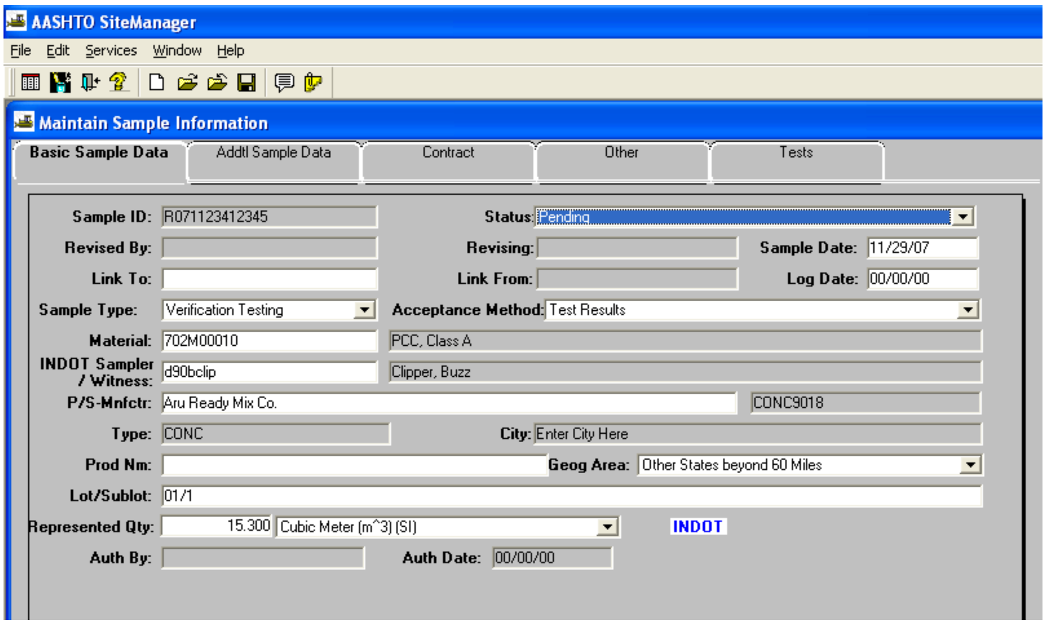
F-5 Tests Tab – Group Exercise

Log into SiteManager: update
Password: pass
Navigate from the **Main Panel:**
“Double-click” on **Materials Management (+)** icon
“Double-click” on **Sampling and Testing (+)** icon
“Double-click” on **Sample Information** icon
Select Sample ID: **R091277112345**
“Click” on the **Test Tab**
Enter the following information:
Test Method: T209-v1
Lab ID: D07Field
Sample Test Nbr: 1
“Click” on **Save** located on the toolbar
“Click” on **Services** located on the toolbar
“Click” on **Testers**
“Select” Tester ID: Update
“Click” on **Save** located on the toolbar
“Click” on **Close** located on the toolbar
Change “Click” on **Save** located on the toolbar to 12/01/07
“Click” on **Save** located on the toolbar.
“Click” on the **Basic Sample Data** Tab
Change: **Status** to **Pending**
“Click” on **Save** located on the toolbar
“Click” on the **Test Tab**
“Click” on **Services** located on the toolbar
“Click” on **Enter/View** Test Data
Under **Weighing in Water**
“Enter” **Mass of Dry Sample**: 2533.1
“Enter” **Mass of Container w/Water:** 1372.4
“Enter” **Mass of Container w/Water and Sample**: 2905.0
“Enter” **REVIEWER ID**: update
“Click” on **Save** located on the toolbar
“Click” on **Close** located on the toolbar
“Enter” **Physical Completion Date**: 12/01/07
“Click” on **Save** located on the toolbar
“Click” on **Close** located on the toolbar
“Enter” **Physical Completion Date**: 12/01/07
“Click” on **Save** located on the toolbar

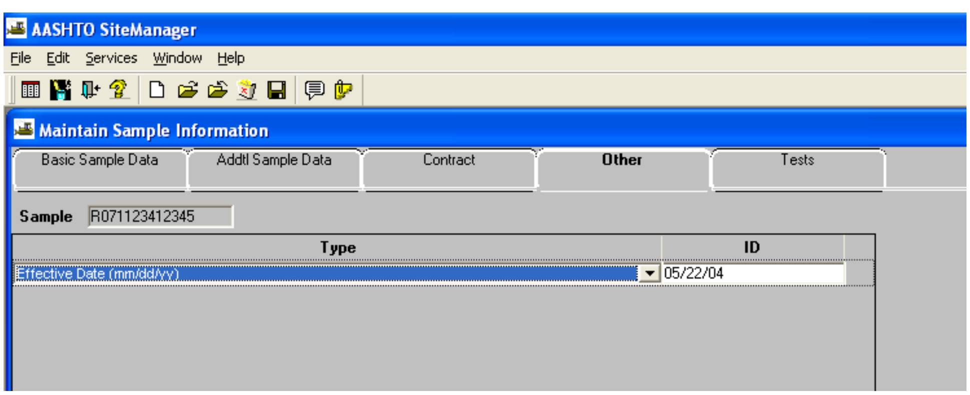
Supervisor's Review of Test and Material Data

The Tester's supervisor will review the test method information after the tests are complete.

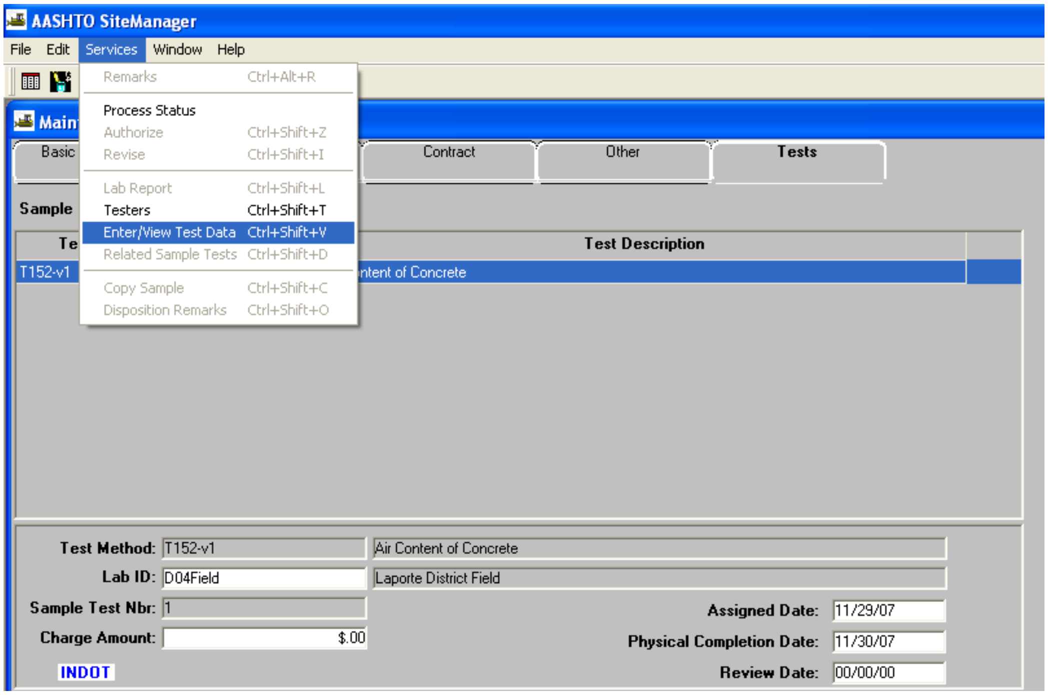
The reviewer can obtain the list of test methods to be reviewed by running the **Supervisor Sample Review** report.



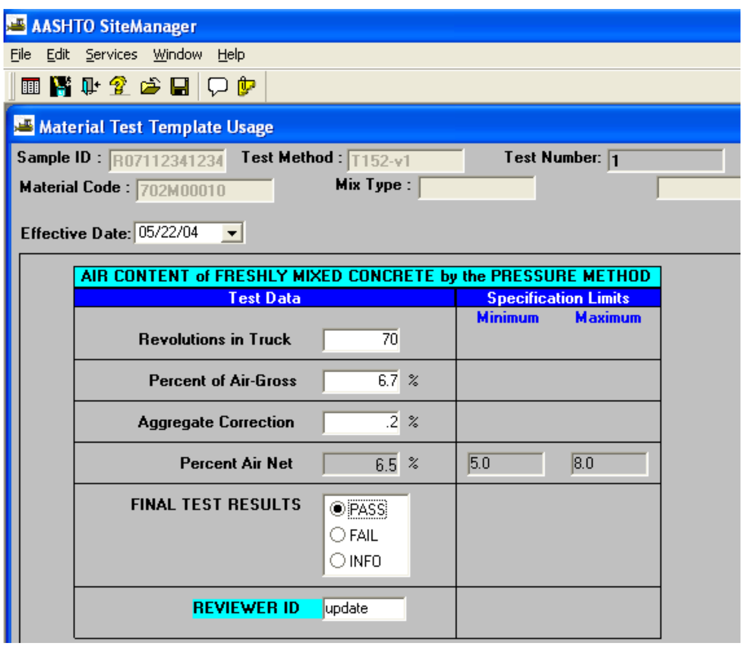
Select the appropriate **Sample ID**.

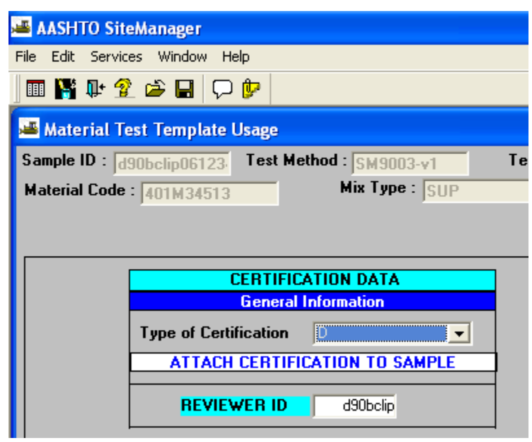


"Click" on the **Other** tab. Note the **Effective Date**. This date will be used to verify the same date is used for the **Effective Date** in the test templates.

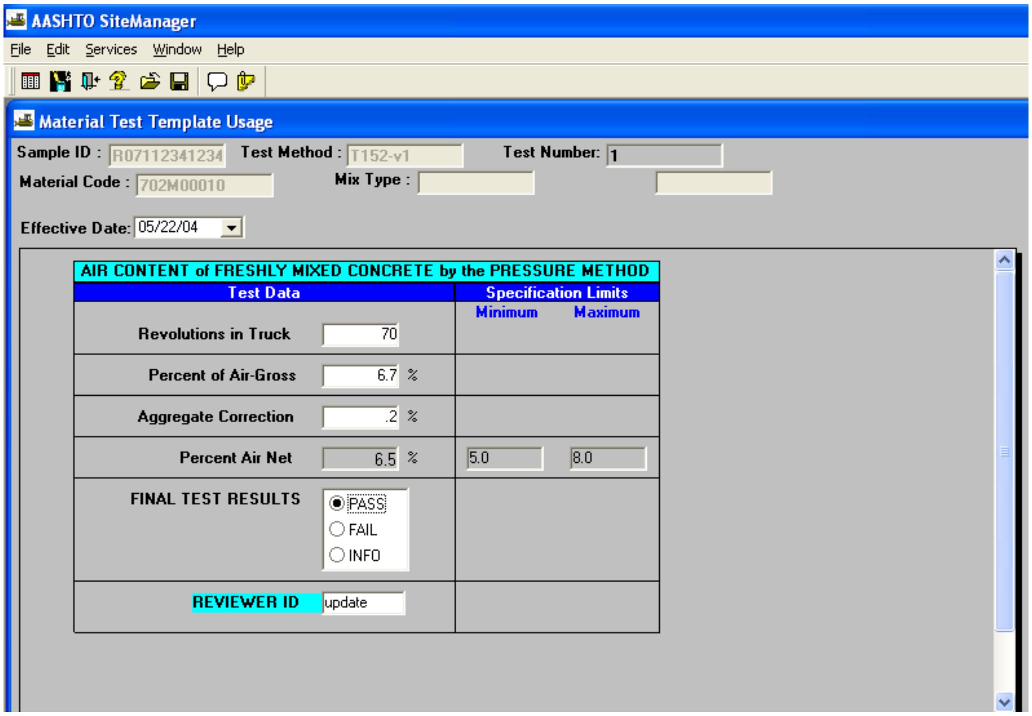


"Click" the **Tests** tab.
"Click" on the appropriate **Test Method** to be reviewed, located in the top panel.
"Click" on **Services** located on the toolbar.
"Click" on **Enter View Test Data**.



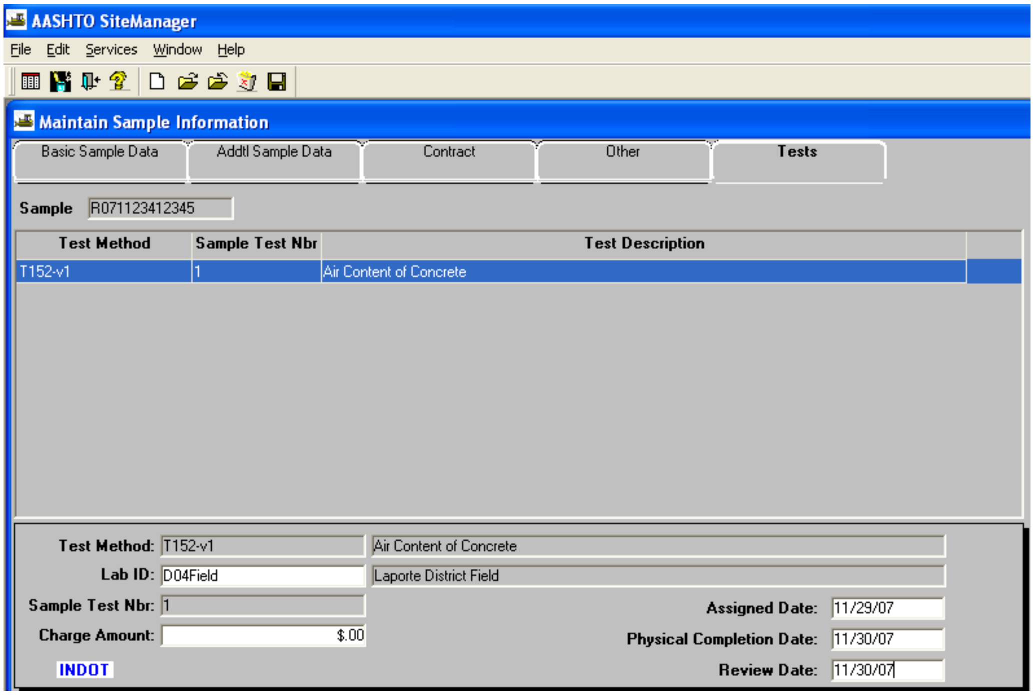


When the **Enter View Test Data** window appears, verify the **Effective Date** populated matches the **Effective Date** that is located on the **Other** tab if applicable.
The **Effective Date** field will not appear on all templates.



Scroll through the template and verify that all the data is valid for the material, <u>DO NOT USE THE TAB BUTTON</u>. Also verify that the correct **Final Test Results** is selected, if applicable. If the data does not appear valid, then the reviewer shall consult with the tester. The reviewer shall not change the data. Only the Tester will modify the data.

After reviewing the template, "click" on the **Close**  button located on the toolbar to exit the **Material Test Template Usage** window.



Review Date: The **Review Date** field is populated by the tester's supervisor after the test results have been reviewed. When the PE/S is the tester, the PE/S enters this date. When the lab supervisor is the tester, the lab supervisor enters this date. The sample can not be authorized until this field is populated with a date.

"Enter" the date the **Test Method** is reviewed in the **Review Date** field.

"Click" the **Save** button located on the toolbar.

Final Review and Authorization of a Sample Record
Final Review of a Sample Record

Before a sample record can be authorized, certain fields within the sample record shall be reviewed to ensure that they have been populated correctly. These fields include:

Basic Sample Data tab

- Sample Type
- Acceptance Method
- Material

Contract tab

- Project and Line Number
- Represented Quantity

Other tab

- Verify the Effective Date corresponds with the material's effective date

Tests tab

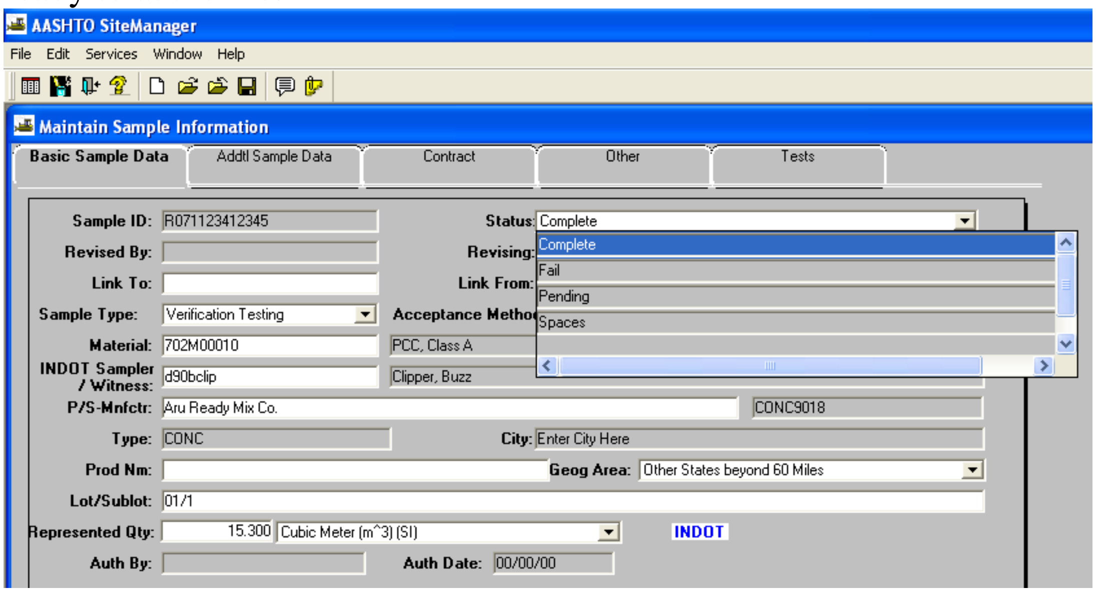
- Appropriate Tests Methods are populated
- Verify the Effective Date corresponds with the material's effective date for each Test Method
- Check the Final Test Results status
- Review Date is populated for each Test Method

If the information is incorrect, notify the user who entered the incorrect information and direct them to correct the data.

Authorizing a Sample Record

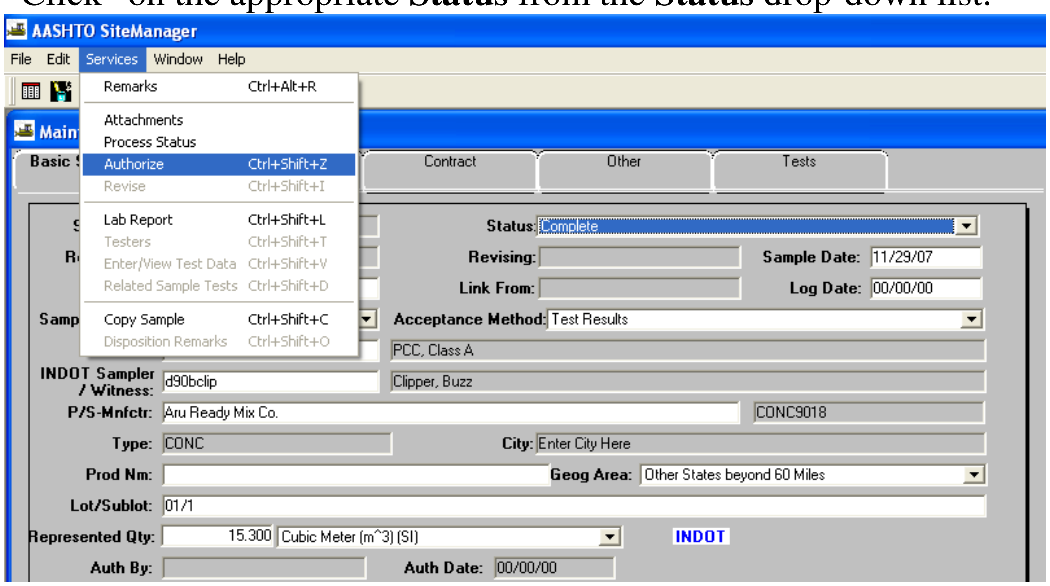
A sample record will be locked and not editable when it is authorized. If the record needs to be corrected after it has been authorized, then it needs to be revised. Refer to the Revising a Sample Record.

The Authorizer will run the **Unauthorized Samples** report to find what samples are ready to authorize.

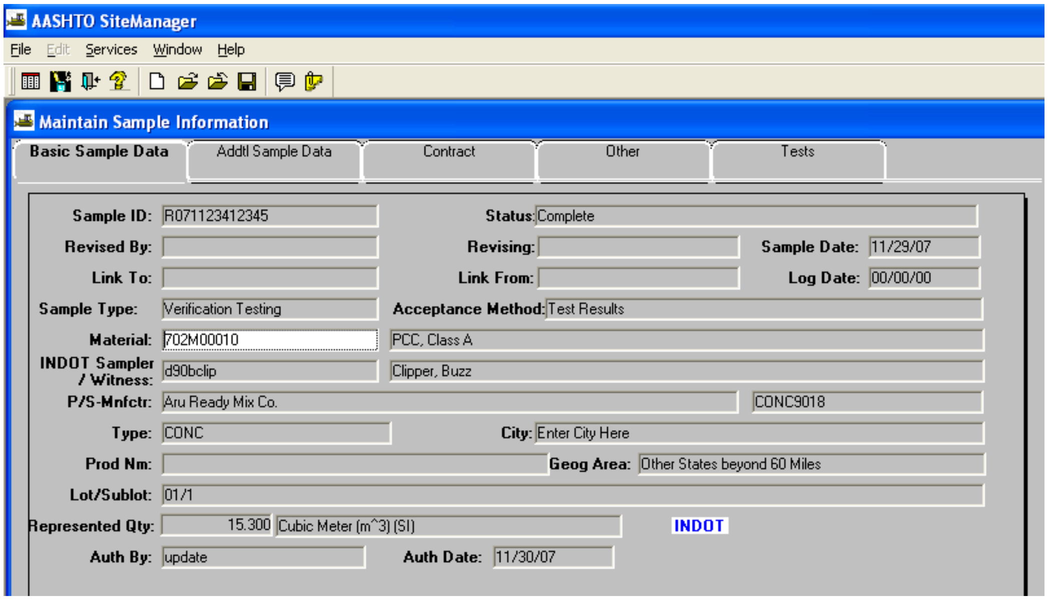


Open the appropriate Sample ID. Review the information in the Sample Record. Return to the Basic Sample Data tab when all information is correct.

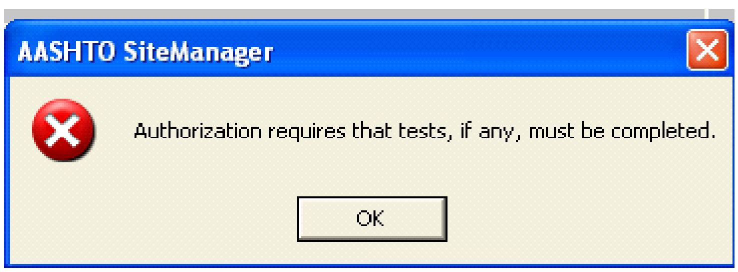
"Click" on the appropriate **Status** from the **Status** drop-down list.



"Click" on **Services** and "click" **Authorize** located on the drop-down list.



The **Authorized By** (**Auth By**) and **Authorization Date** (**Auth Date**) fields are automatically populated. "Click" on the **Save** icon.



When there is a test method that does not have the **Review Date** populated, this message will appear when the user tries to save an authorization.
Navigate to the **Tests** tab to verify which **Test Method** does not have the **Review Date** field populated.
Direct the appropriate user to populate this field before authorizing the sample record.

F-5 Authorizing a Sample ID – Group Exercise

Log into SiteManager: update
Password: pass

Navigate from the **Main Panel:**

“Double-click” on **Materials Management (+)** icon
“Double-click” on **Sampling and Testing (+)** icon
“Double-click” on **Sample Information** icon

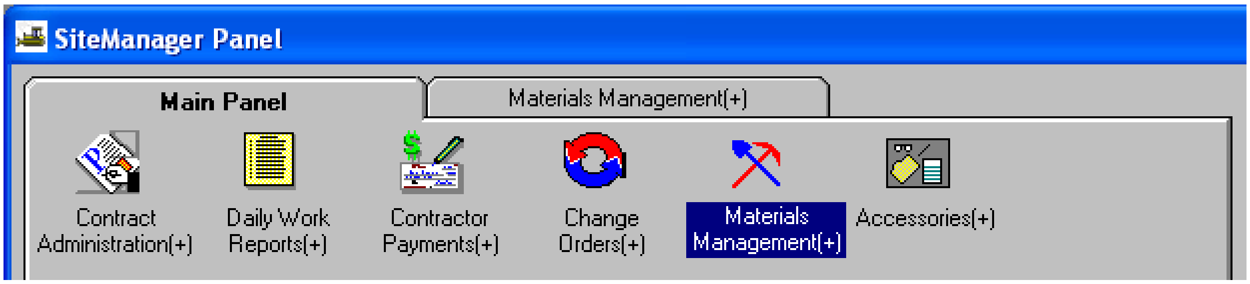
Select Sample ID: **R087123498765**

View the information on each tab, verifying that the information is correct.
“Click” on the **Tests Tab**
“Click” on **Services** located on the toolbar
“Click” on **Enter/View Test Data**
Verify that the information is correct. Do NOT change any of the information or use the tab key to view the information.
“Click” on the **Close** button located on the toolbar
“Enter” **Review Date**: 12/02/07
“Click” on **Save** located on the toolbar
“Click” on the **Basic Sample Data Tab**
Change the **Status** to **Complete**
“Click” on **Services** located on the toolbar
“Click” on **Save** located on the toolbar.
“Click” on **Authorize** located on the toolbar
“Click” on **Close** located on the toolbar

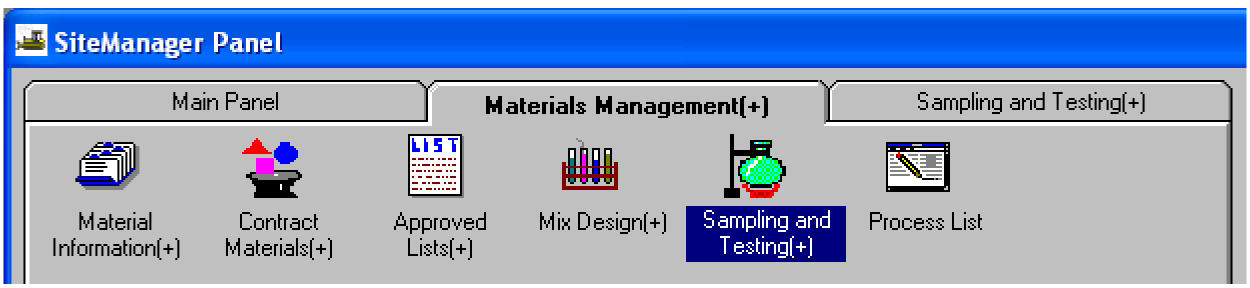
Unauthorize a Sample Record

An authorized sample record can be Unauthorized to fix problems found after the record was authorized. (Only those with the Unauthorize rights can unauthorize a record).

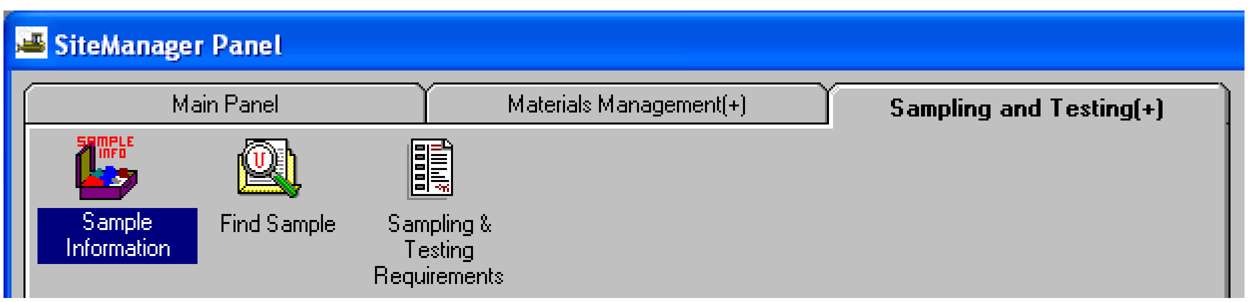
Each field should be reviewed carefully when authorizing a sample record to make sure the information is correct.



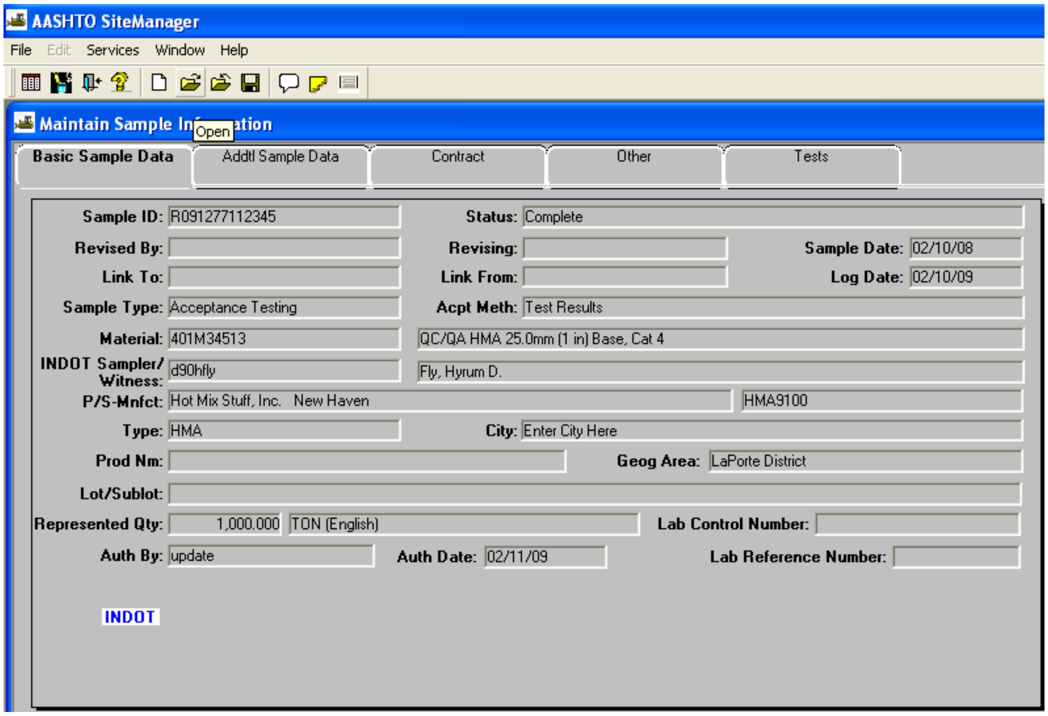
"Double-click" on the **Materials Management** icon located on the **Main Panel**.



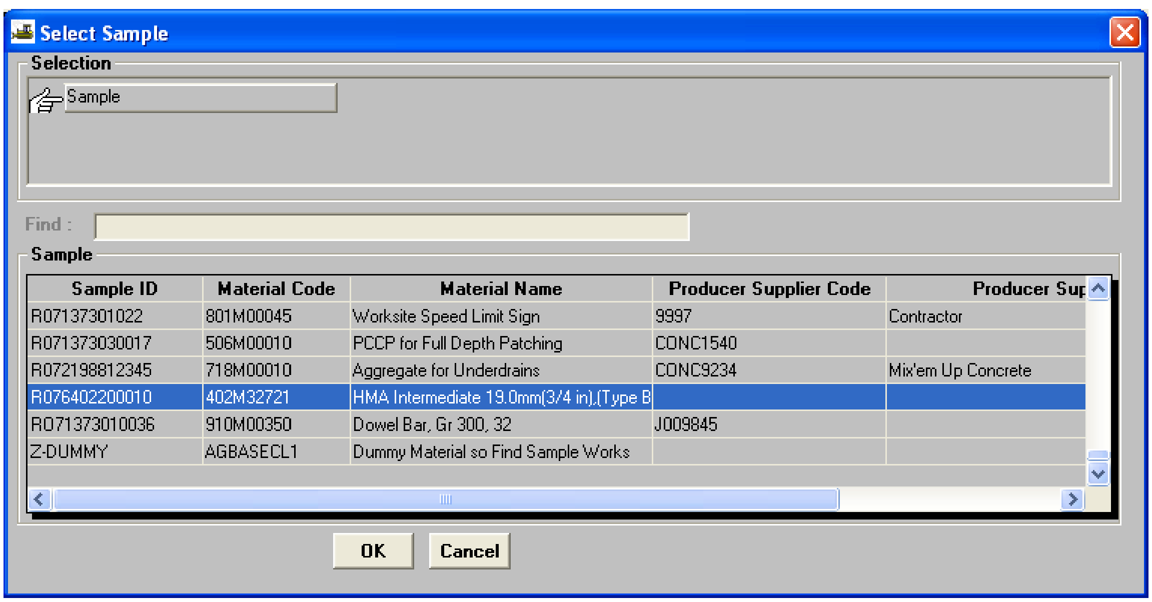
"Double-click" on the **Sampling and Testing** icon.



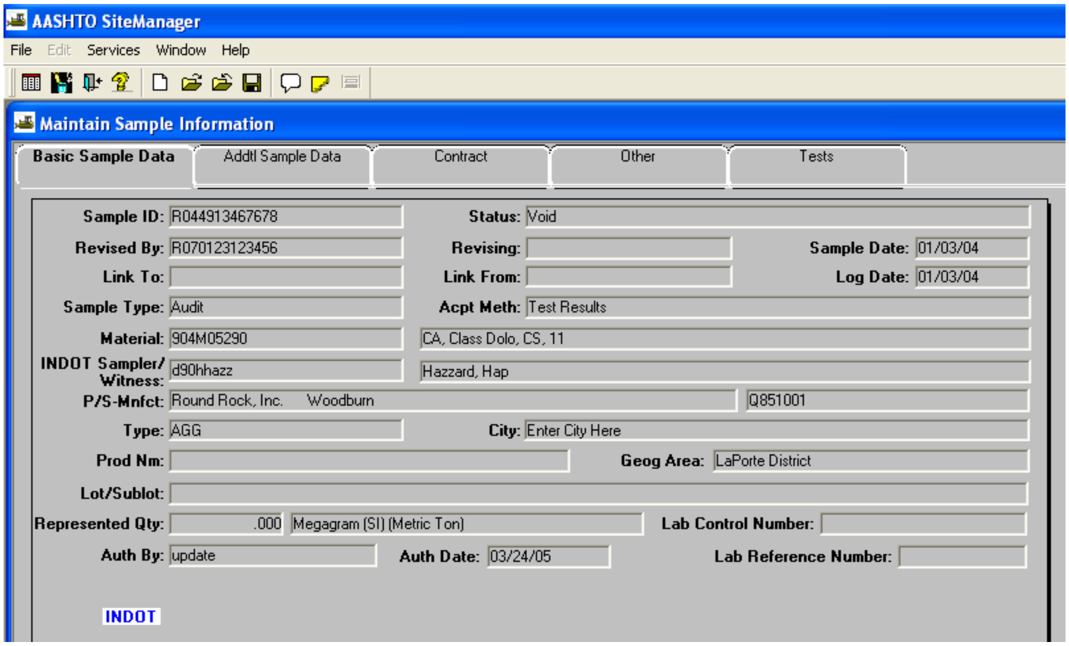
"Double-click" on the **Sample Information** icon.



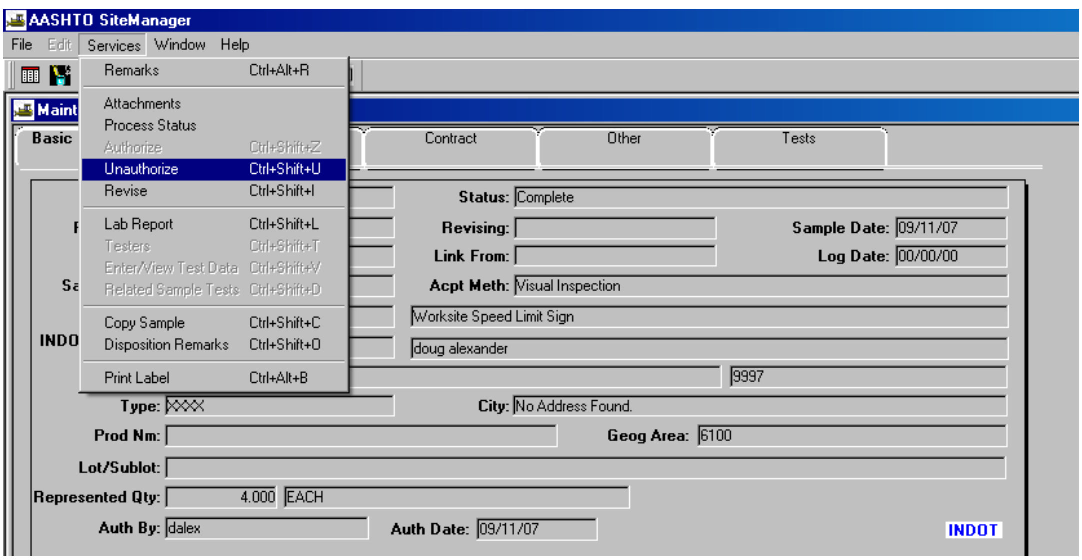
“Click” on the **Open** button located on the tool bar.



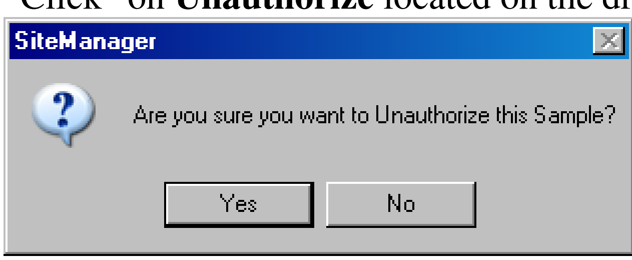
“Double-click” on the **Sample ID** of the sample record to be unauthorized. Use the Scroll or Find/Filter/Sort technique, if applicable.



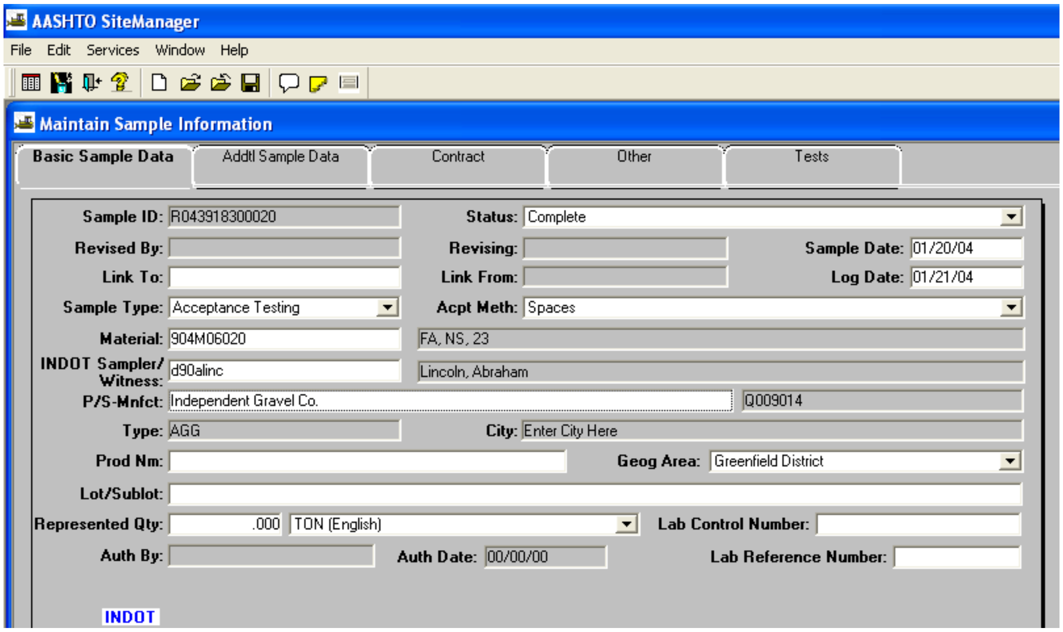
The selected sample record will open.



"Click" on **Services** located on the menu bar.
"Click" on **Unauthorize** located on the drop-down list.



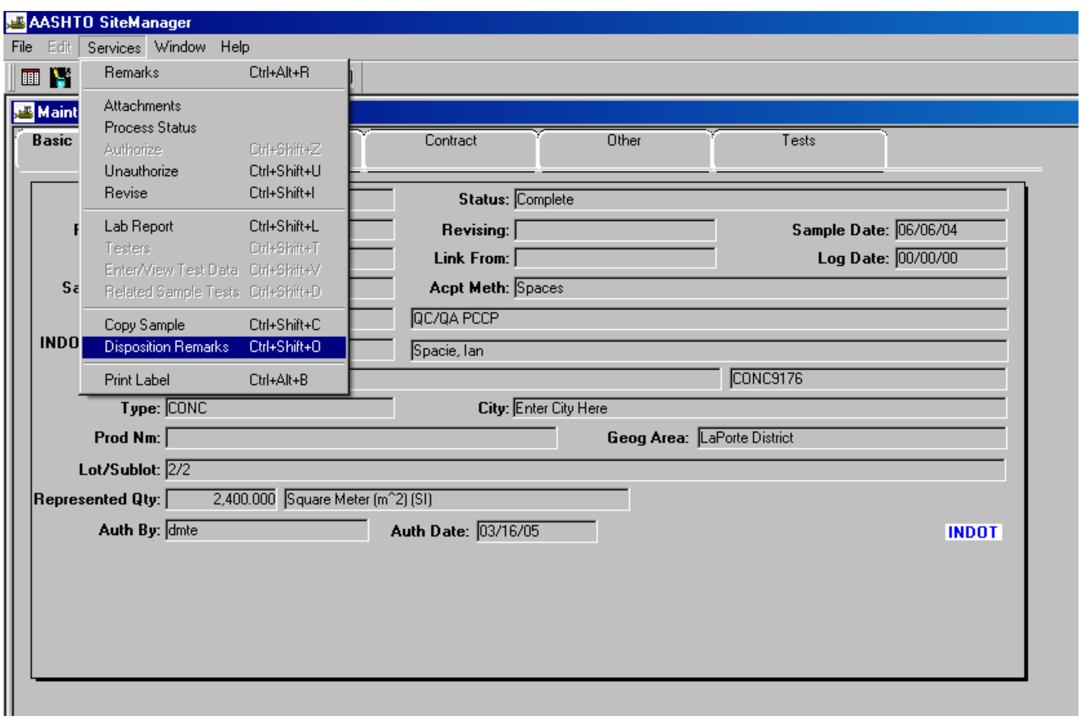
"Click" **Yes** to unauthorize this Sample record.



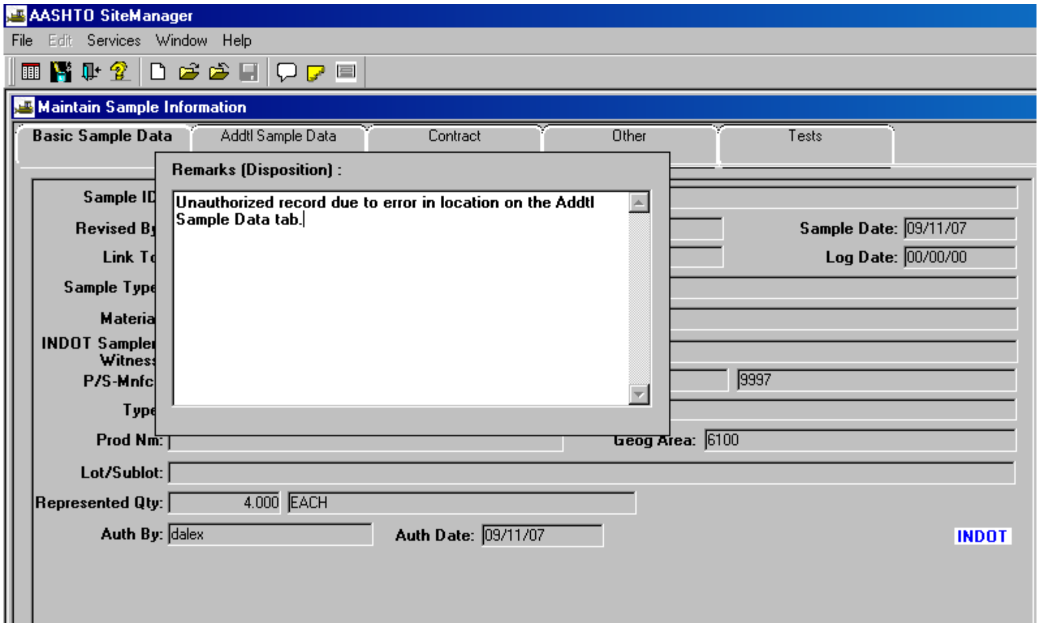
"Enter" the information that needs to be corrected.

"Click" on the **Services**

"Click" on **Authorize**



"Click" on the **Services** located on the toolbar
"Click" on **Disposition Remarks** from the dropdown list



"Enter" details of what was changed when the record was unauthorized and re-authorized

"Click" on **Services** located on the toolbar

"Click" on **Disposition Remarks** to close the window.

"Click" the **Save**  button located on the toolbar.

F-5 Individual Exercise – Unauthorize Records

In the following exercise, you will Unauthorize sample record R044918412345

Log into SM with **User ID**: update
Password pass

Navigation from **Main Panel:**

Double-click on **Materials Management (+)** icon
Double-click on **Sampling and Testing (+)** icon
Double-click on **Sample Information** icon

Click the **Open** button located on the toolbar
"Double-click on **Sample ID** R044918412345
"Click" on **Services** located on the toolbar
"Click" on Unauthorize.
"Click" Yes when asked "**Are you Sure you want to Unauthorize this Sample**?

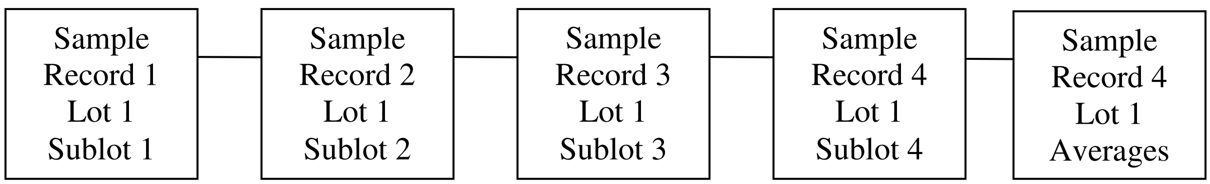
"Click" on **Represented Qty** enter 1000.00

"Click" on **Services** located on the toolbar
"Click" on **Authorize**
"Click" on the **Services**
"Click" on **Disposition Remarks**
Enter Changed Represented Qty to 1000.00
"Click" on **Disposition**
"Click" on **Close** located on the toolbar.

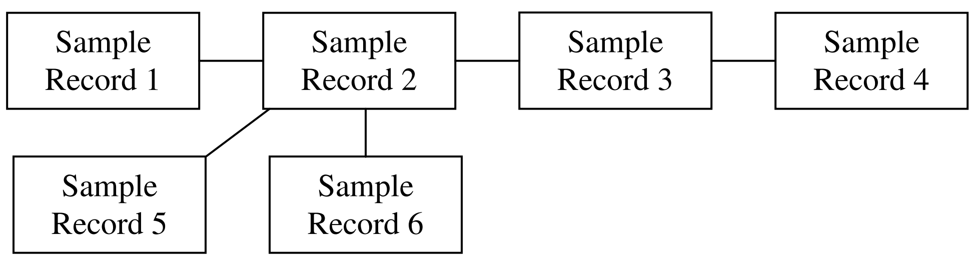
Linking Sample Records

Linking creates an audit trail for sample records that are related by material and test results. A sample record can only be linked to one other sample record. This process can be repeated, creating a chain affect. No data is shared between the linked sample records.

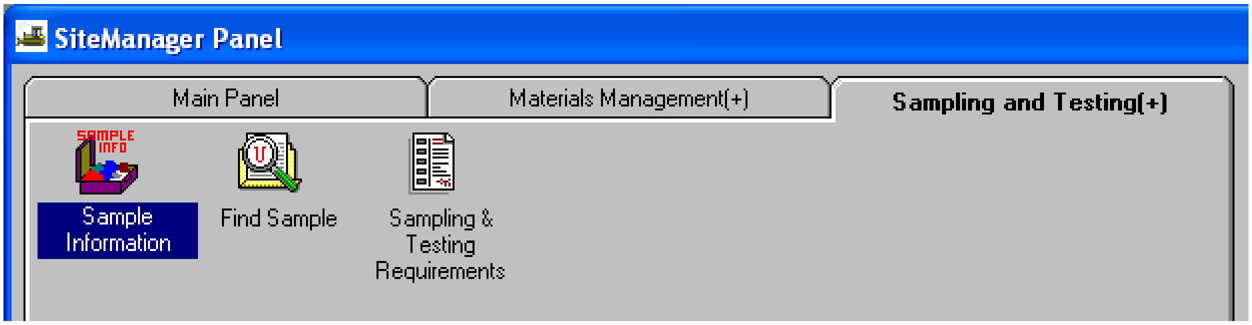
Correct Usage of Linking



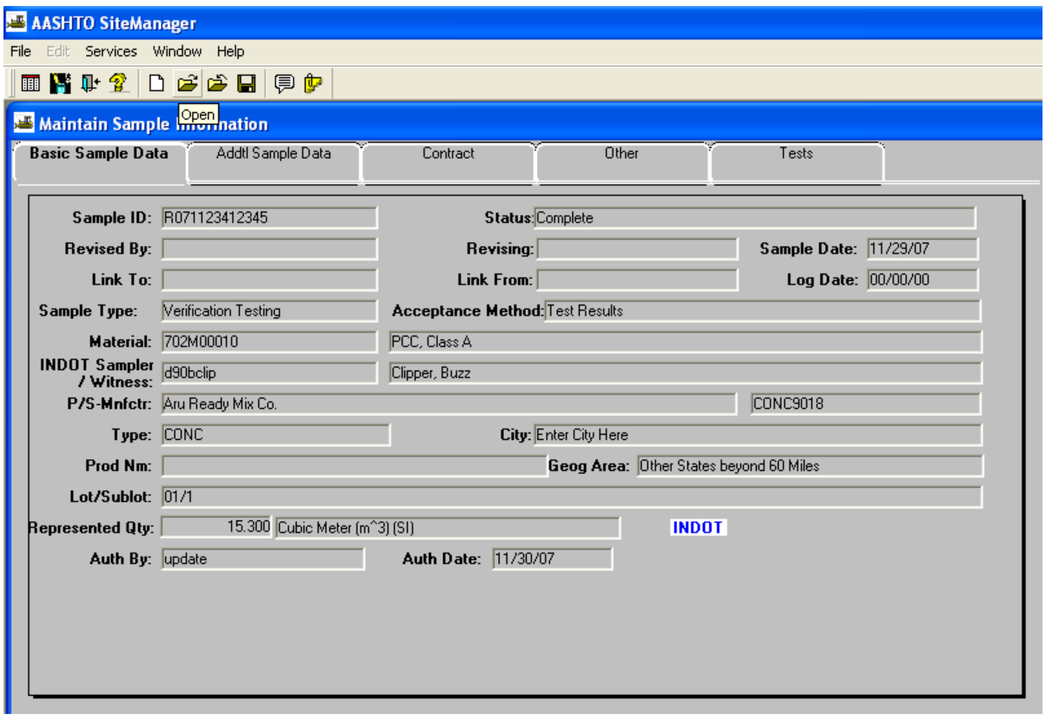
Incorrect Usage of Linking



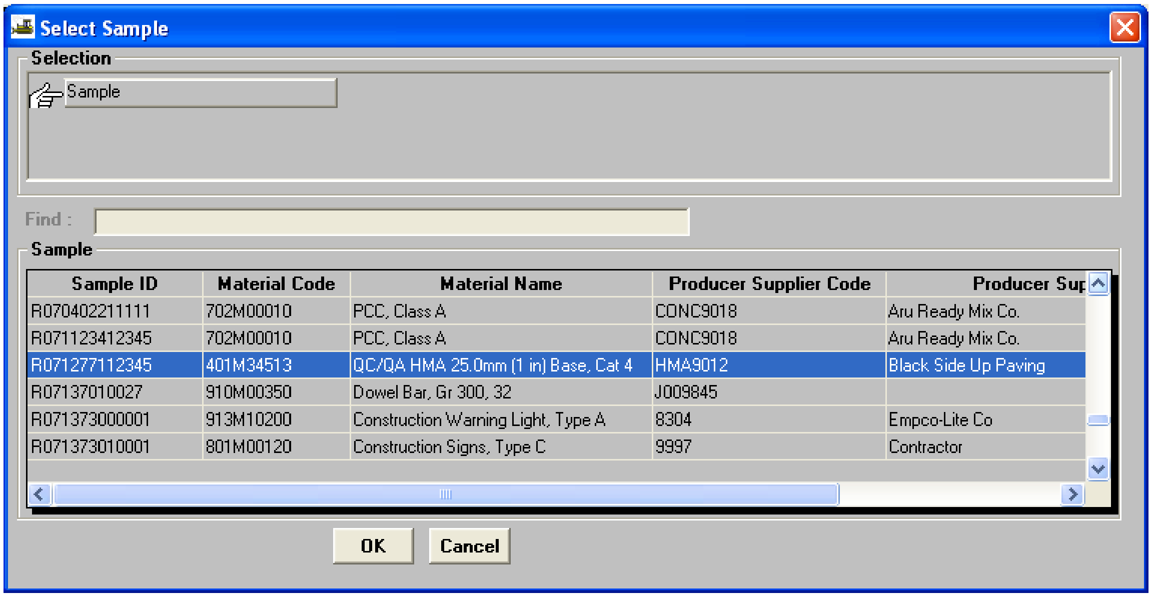
- Only use the linking function located on the **Basic Sample Data** tab to link Sublots and Lots together.
- Samples can only be linked before they are authorized.
- All other linking of sample records shall be done in the **Other** tab.



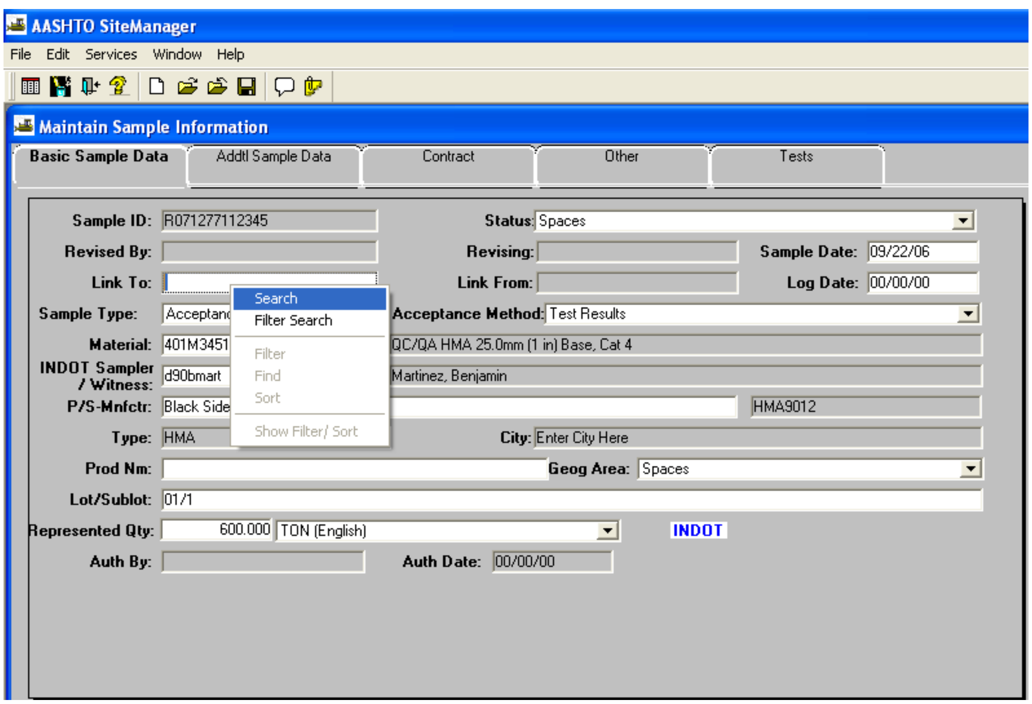
"Double-click" on the **Sample Information** icon.



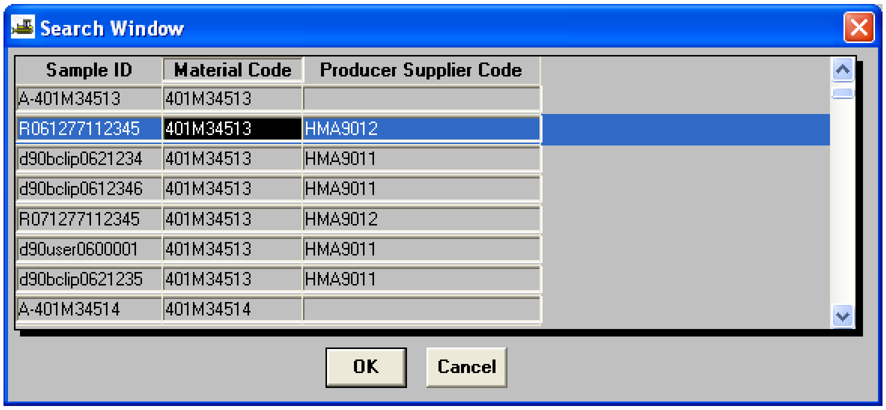
"Click" on the **Open** button located on the toolbar.



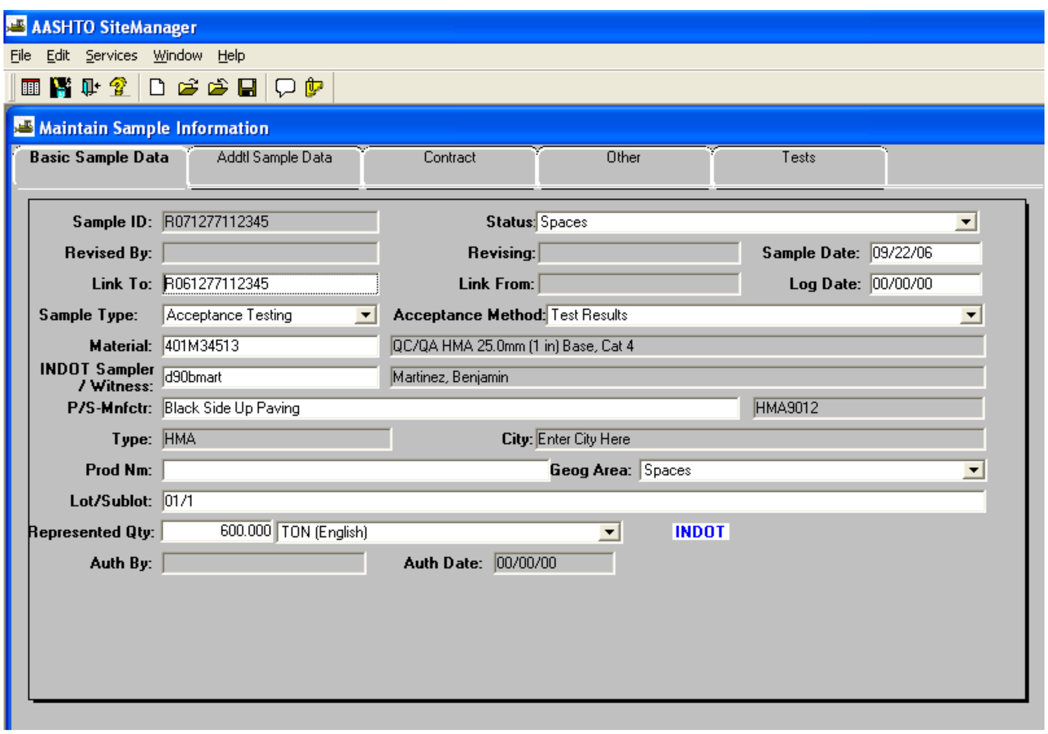
Use the Scroll or Find/Filter/Sort technique to locate the appropriate Sample ID. "Double-click" on the appropriate **Sample ID**.



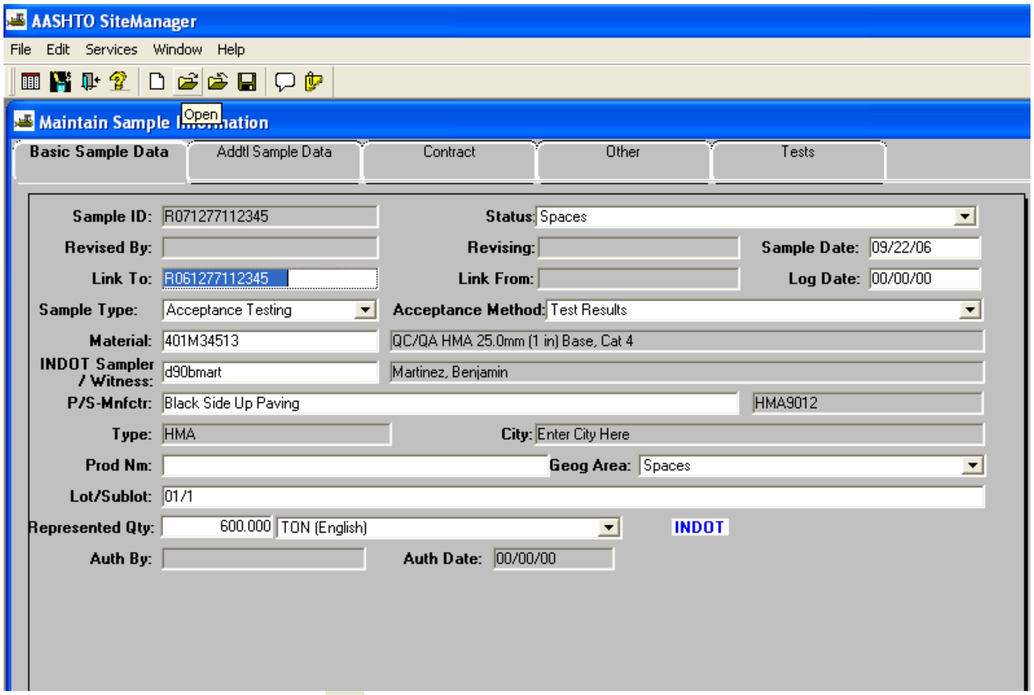
"Right-click" on the **Link To** field and "click" on **Search**.



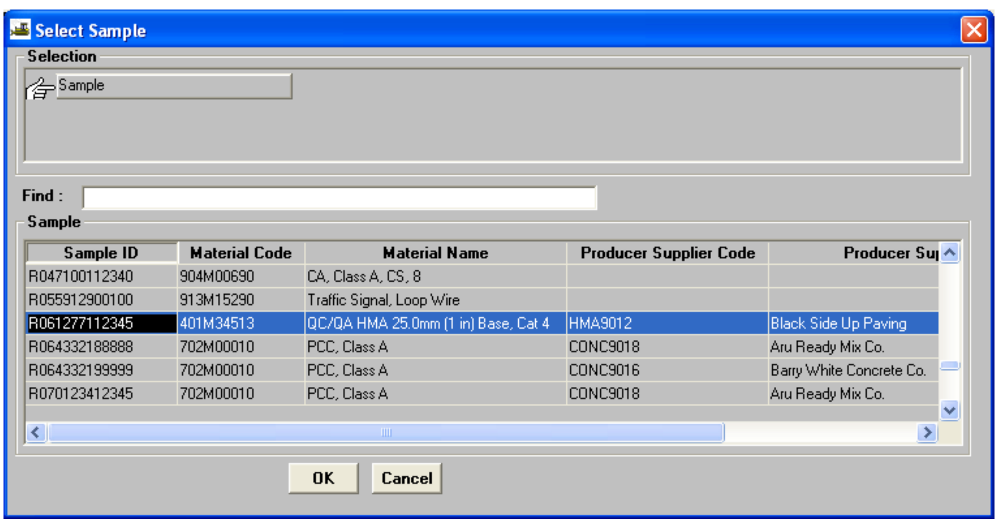
Use the Scroll or Find/Filter/Sort technique to locate the appropriate Sample ID. “Double-click” on the appropriate **Sample ID**.



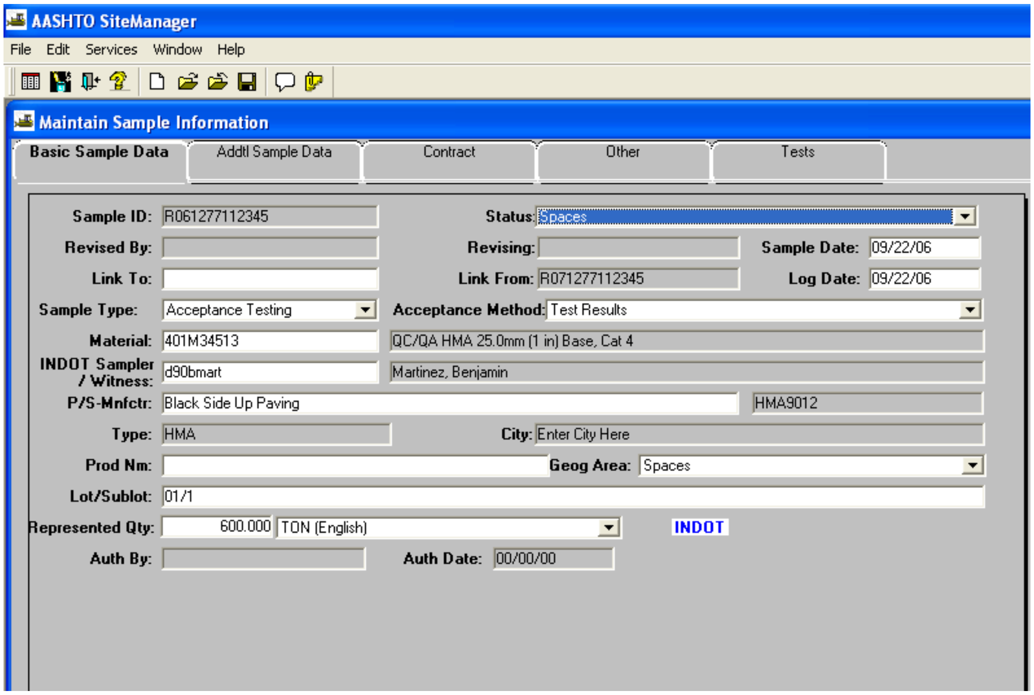
The **Link To:** field is populated with the selected Sample ID. “Click” the **Save** button.



"Click" on the **Open** button.



Locate the **Sample ID** that was linked in the original sample record. Use the Scroll or Find/Filter/Sort technique to locate the appropriate Sample ID.
"Double-click" on the appropriate **Sample ID**.



The **Link From** field will automatically be populated with the Sample ID of the original sample record.

“Click” the **Close** button to exit the Maintain Sample Information window.

F-5 Individual Exercise – Linking Record

In the following exercise, you will Link sample records that are involved in appeal tests. Sample record R043918633330 is being linked to sample record R043918633335.

Log into SM with **User ID**: update
Password pass

Navigation from **Main Panel:**

Double-click on **Materials Management (+)** icon
Double-click on **Sampling and Testing (+)** icon
Double-click on **Sample Information** icon

Click the **Open** button located on the toolbar

Sample ID Select: R043918633330
Click **OK**

"Right-click" on the **Link To** field and "click" on **Search**

Select **Sample Id** R043918633335

Sample Date: "Enter" in today's date.

"Click" the **OK** button.

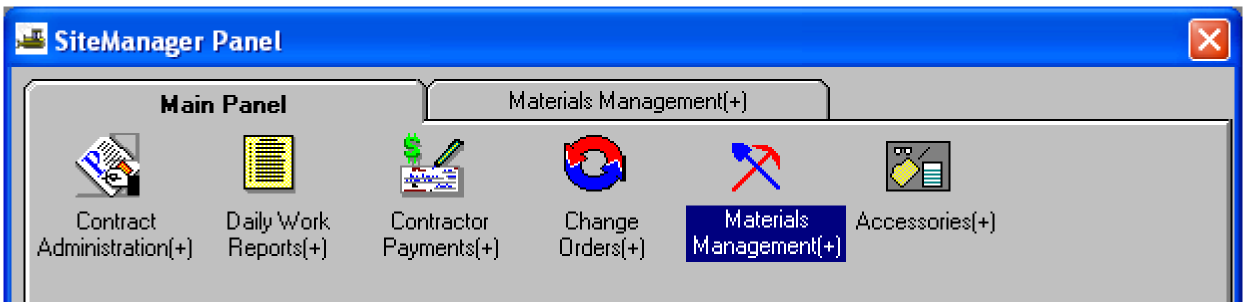
"Click" the **Save** button.

Revising a Sample Record

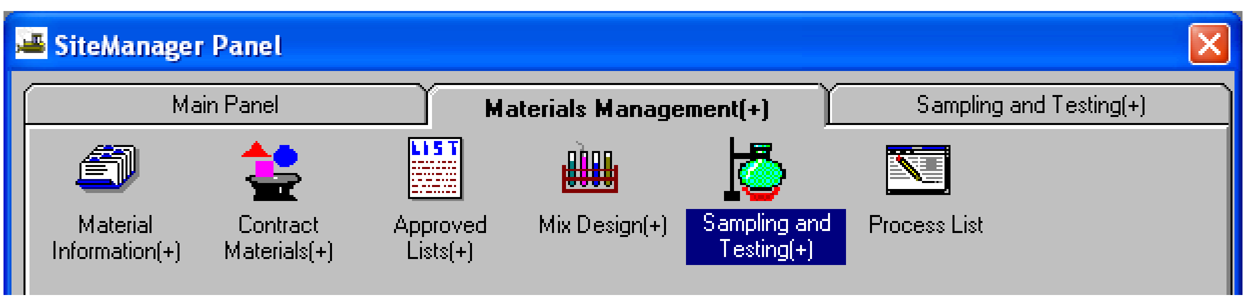
When an authorized sample record requires corrections, the user shall utilize the revise function. This will create a new record with all information copied from the original record, except for date fields, lab ID's, assigned testers, and authorizer's information. The Status field on the authorized record will automatically change to Void and will not count toward any sampling and testing requirements.

A sample record can only be revised once, but the revision can also be revised one time creating a chain of revisions.

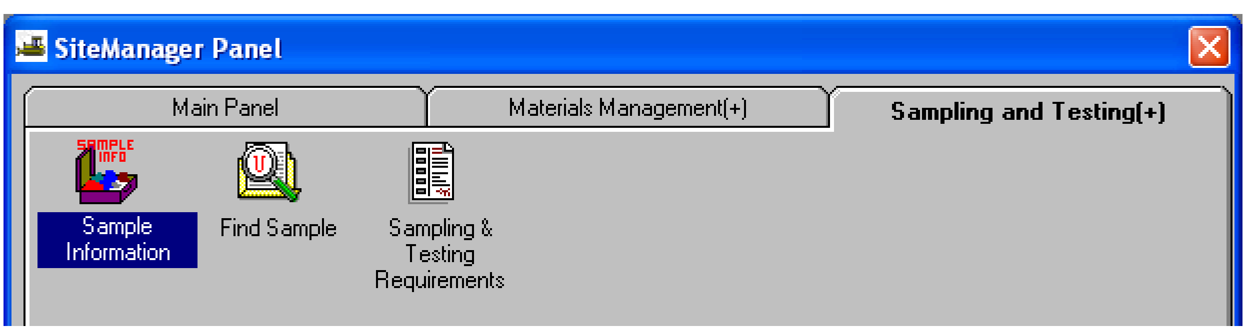
Do not revise a Master Sample Record (A-000M00000).



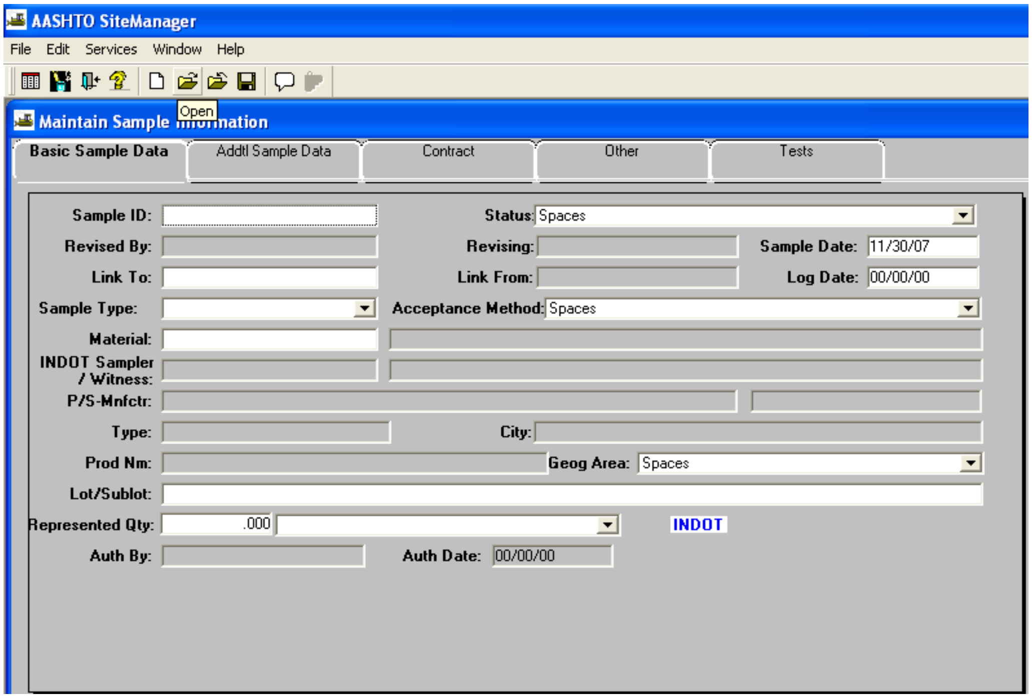
"Double-click" on the **Materials Management** icon located on the **Main Panel**



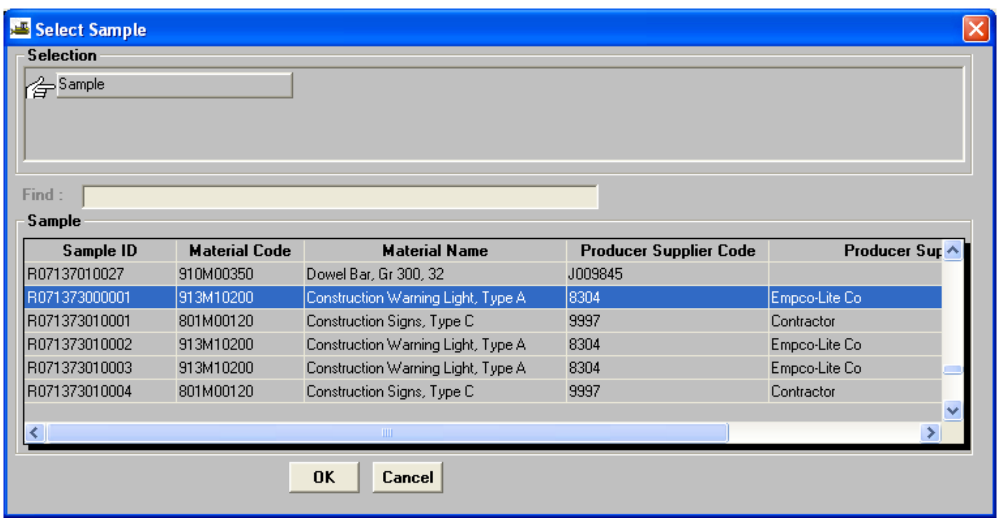
"Double-click" on the **Sampling and Testing** icon.



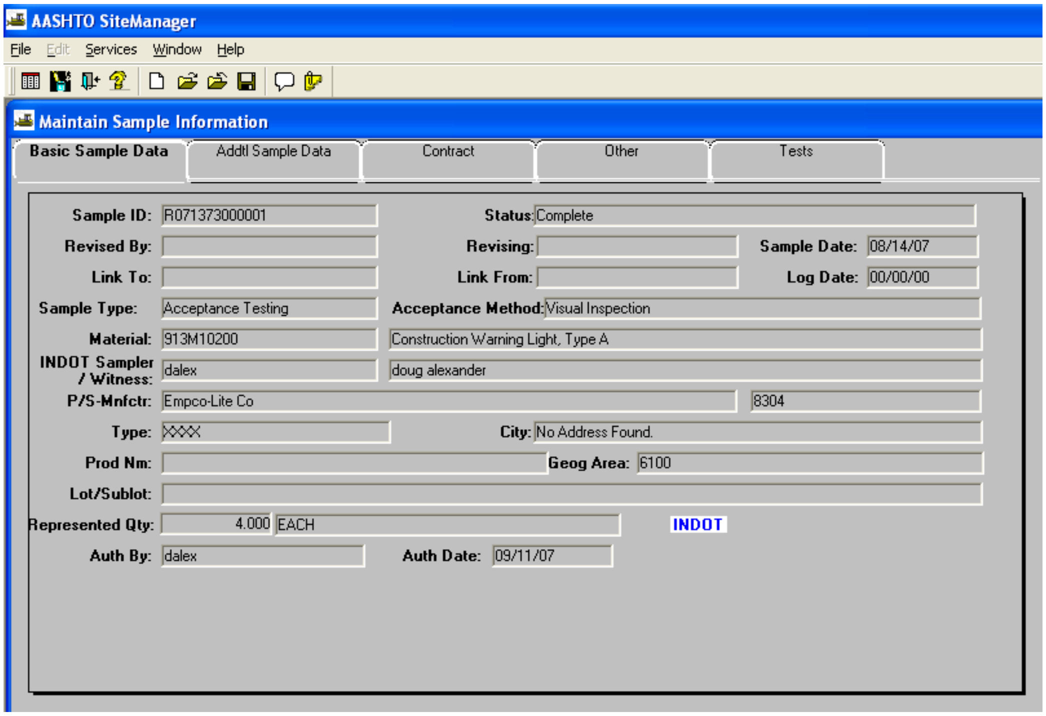
"Double-click" on the **Sample Information** icon.



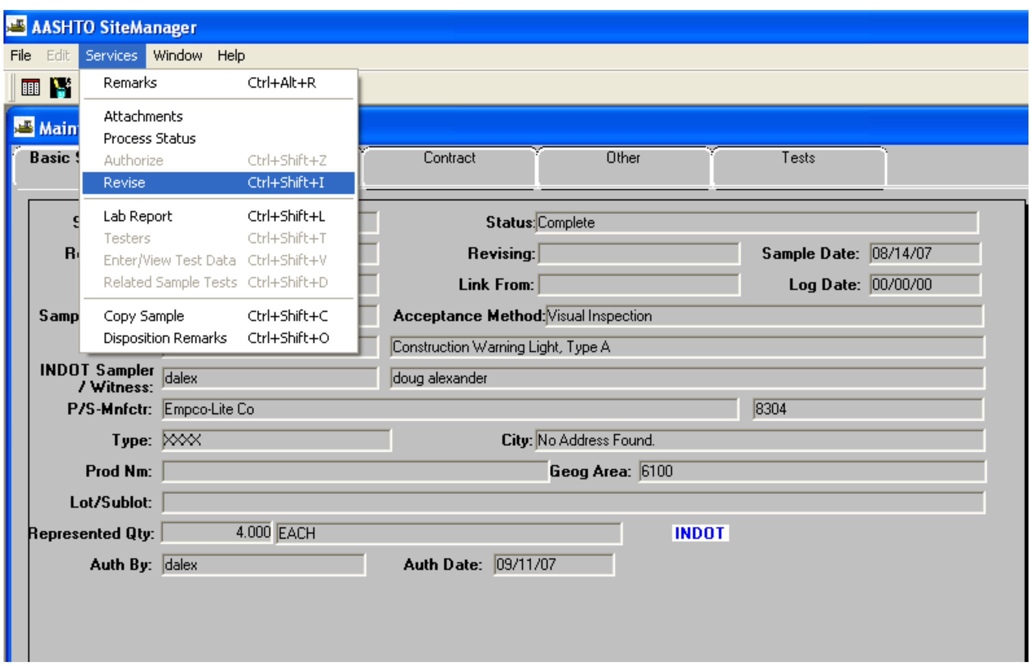
"Click" on the **Open** button located on the tool bar.



"Double-click" on the **Sample ID** of the authorized sample record that will be revised. Use the Scroll or Find/Filter/Sort technique, if applicable.

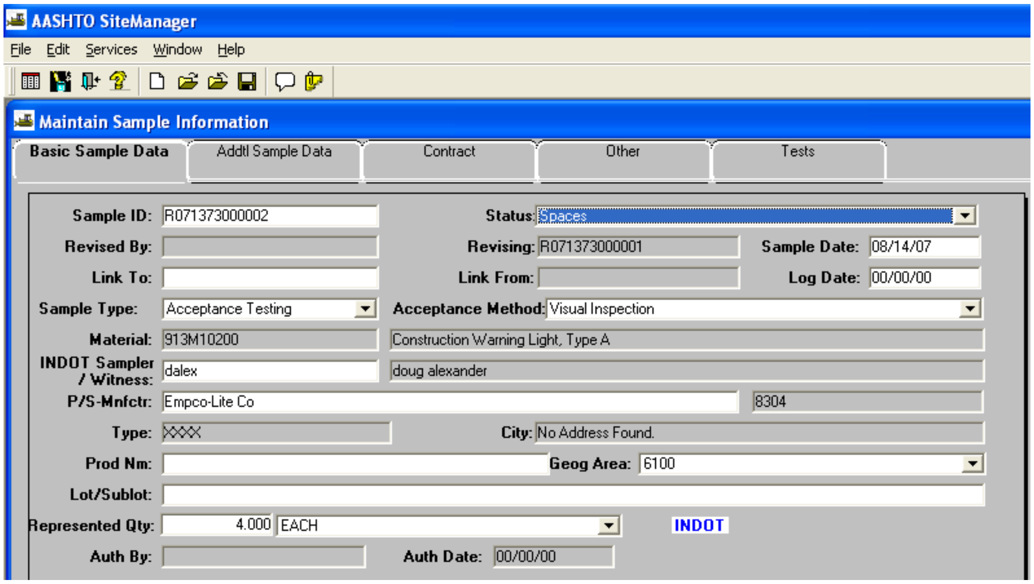


All the fields will be gray indicating the sample record has been authorized. If all the fields are not gray, the sample is not locked and still editable.

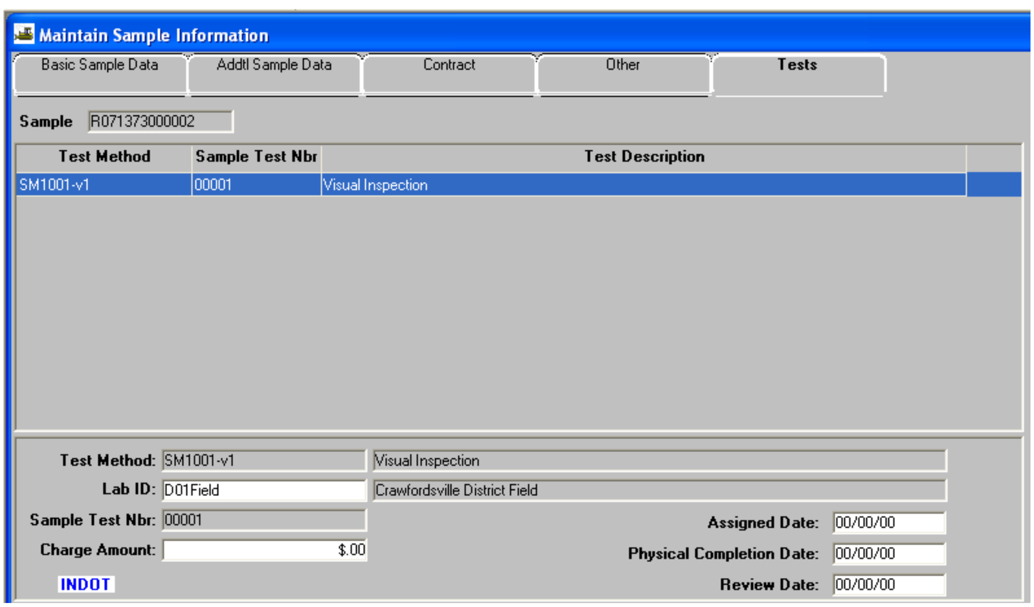


"Click" on **Services** located on the menu bar.

"Click" **Revise** located on the drop-down list

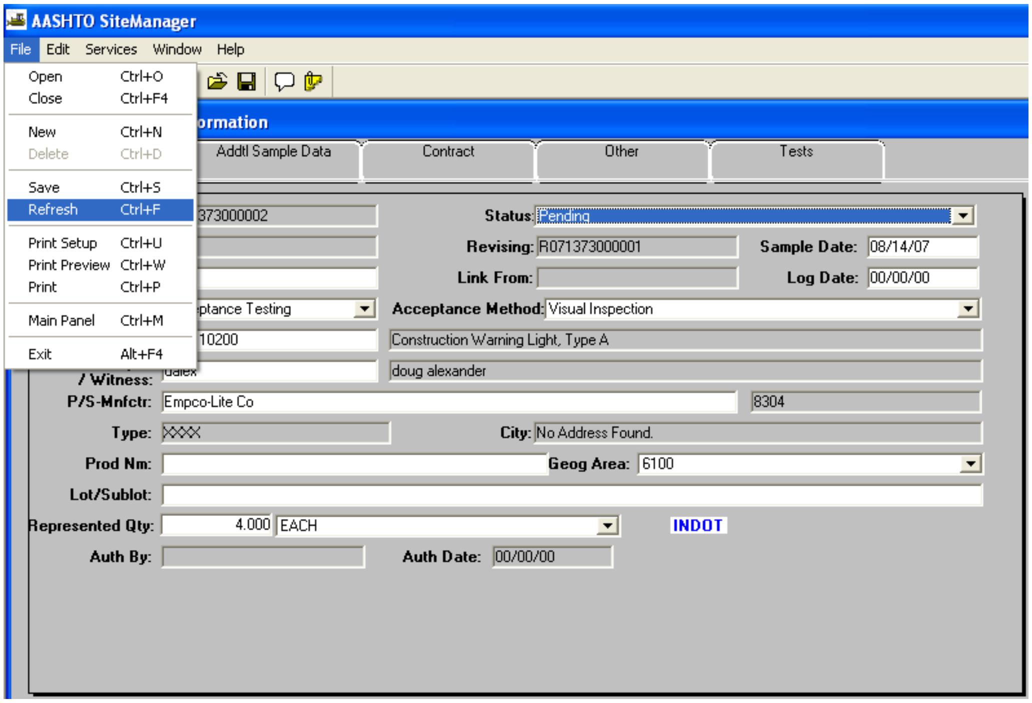


The person who revises the sample record will use his/her submitter number and sequence number to establish the **Sample ID** of the revised sample record.
"Type" in the new **Sample ID** and make corrections to the sample record.
Review the information in every field on each tab.
Enter the correct information.



Note: In the Tests Tab all date fields default to 00/00/00 and the Testers are no longer associated to the Test Methods on the Test tab on the new sample record.

"Click" the **Save** button on the tool bar.



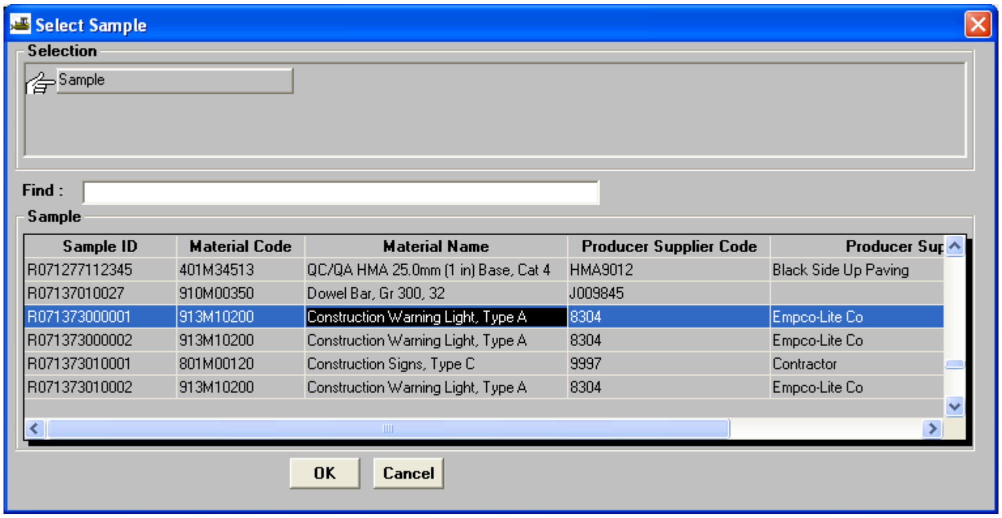
"Click" on **File** located on the menu bar.

"Click" on **Refresh** located on the drop-down list.

Refer to the **F-5-1-3 Final Review and Authorization of a Sample Record** section of this document to complete this process.

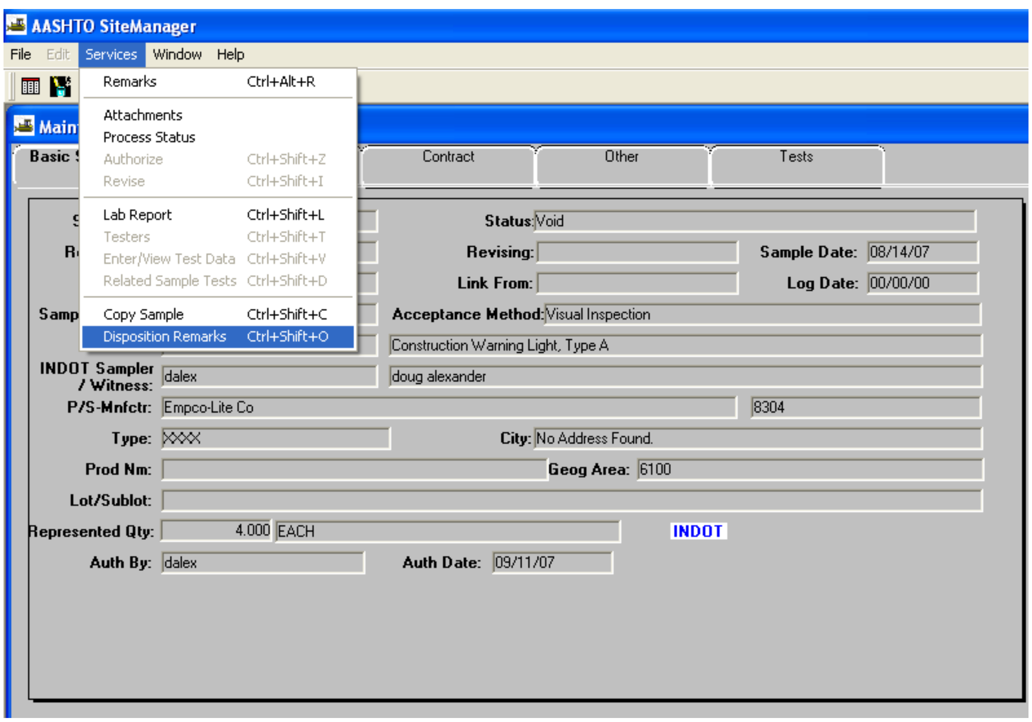
The original **Sample ID** is on the **Basic Sample Data** tab in the **Revising** field of the revised sample record. The original **Sample ID** needs to be voided and disposition remarks entered as to why the original **Sample ID** was revised.

"Click" the **Open**  button located on the tool bar.



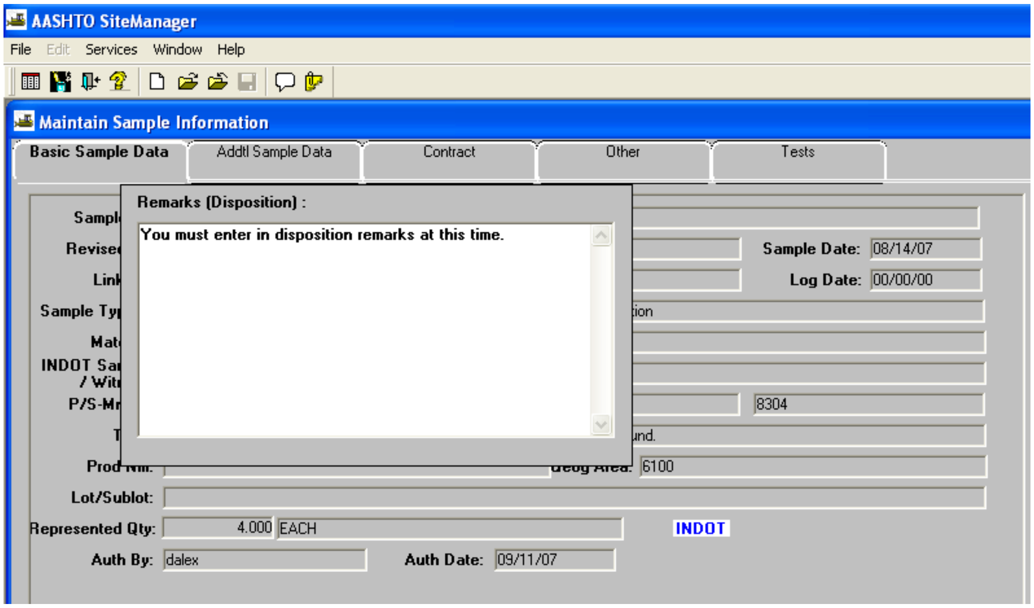
"Double-click" on the original **Sample ID**.

A **Disposition Remark** must be entered on the <u>original</u> sample record to fully explain why the original sample record is being revised.

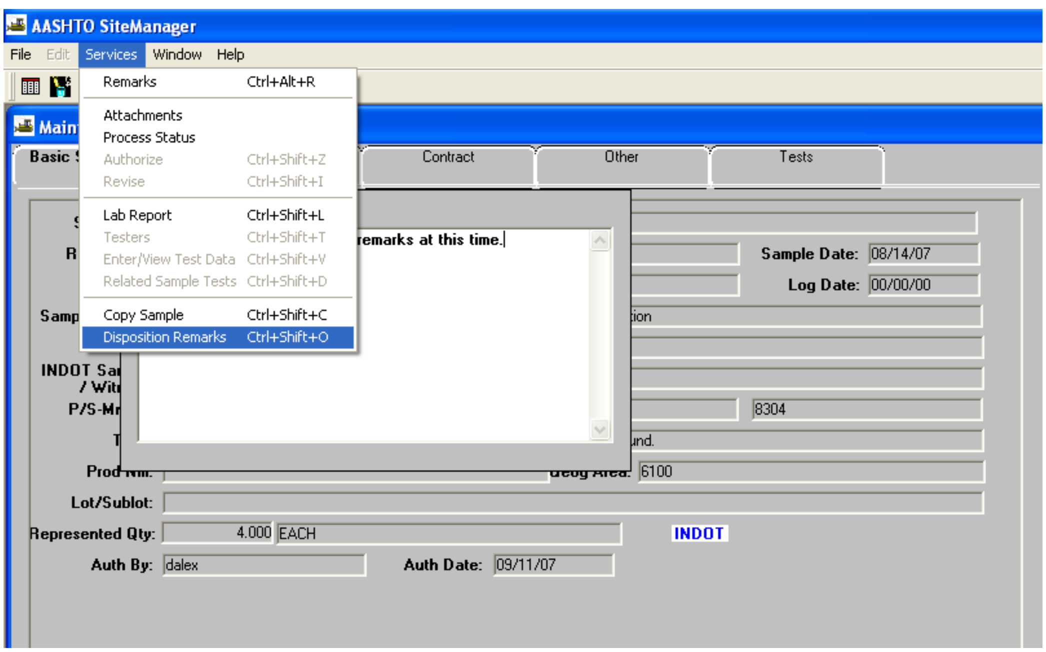


"Click" on **Services** located on the menu bar in the **Basic Sample Data** tab.

"Click" on **Disposition Remarks** located on the drop-down list.

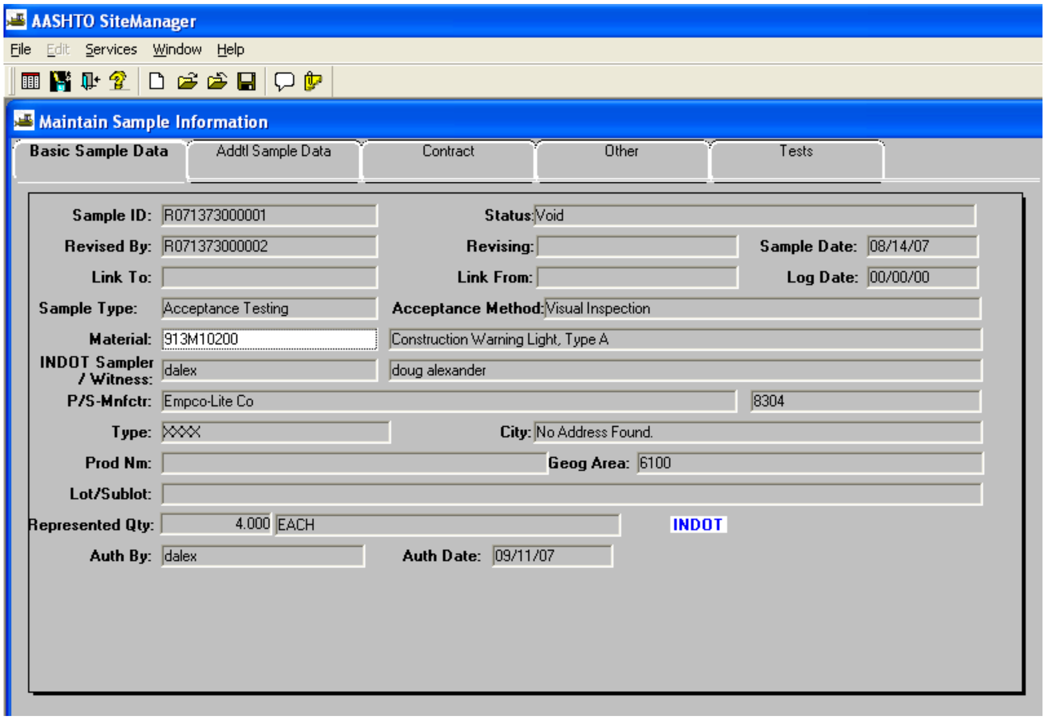


Populate the **Remarks (Disposition)** window with the explanation for the revision of the sample.



Close the **Remarks (Disposition)** window by “Clicking” on the **Services** button and “click” on **Disposition Remarks.**

Click” the **Save** button to save the disposition remarks.



Notice that the Sample ID of the revising sample record appears in the **Revised By** field of the original sample record.

“Click” the **Close**  button, located on the toolbar, to exit the **Maintain Sample Information** window.

F-5 Individual Exercise – Revise a record

In the following exercise, you will **Revise** a sample record R044910344445
Log into SM with **User ID**: <u>update</u>
Password <u>pass</u>
Navigation from **Main Panel:**
"Double-click" on **Materials Management (+)** icon
"Double-click" on **Sampling and Testing (+)** icon
"Double-click" on **Sample Information** icon

Click the **Open** button located on the toolbar
Sample ID Select: <u>R044910344445</u>
Click **OK**

"Click" on **Services** located on the menu bar.
"Click" **Revise** located on the drop-down list

Sample ID	Enter:	<u>R044910344446</u>
Status	Select:	<u>Spaces</u>
Sample Date	Enter:	Today's date
Represented Qty	Enter:	1000.0 m3

Contract Tab:
"Click" on New

Contract	Select	R-90011
Line Item	Select	0007
Represented Qty	Enter	1000.0

"Click" **Save**

Open **Sample Id** <u>R044910344445</u>

Basic Sample Data tab
"Click" on **Services**
"Click" **Disposition Remarks** located on the drop-down list

Enter: <u>Enter disposition remarks here.</u>

"Click" on **Services**
"Click" **Disposition Remarks** located on the drop-down list
"Click" **Save**

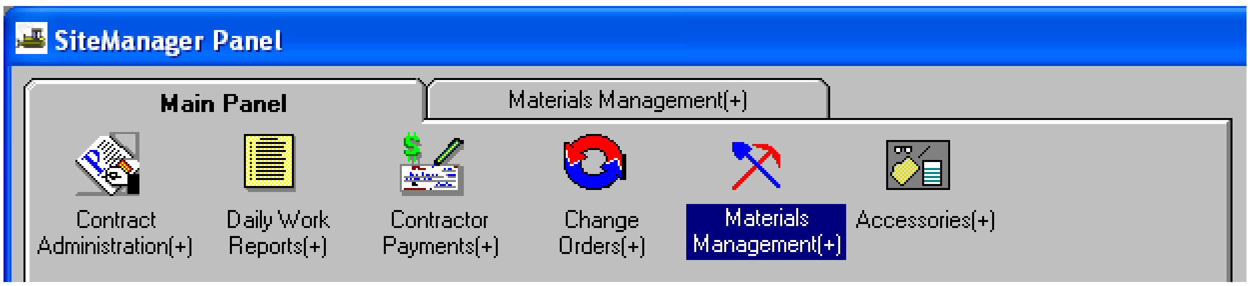
Copying a Sample Record

A new sample record can be created by copying an existing sample record. All sample records can be copied.

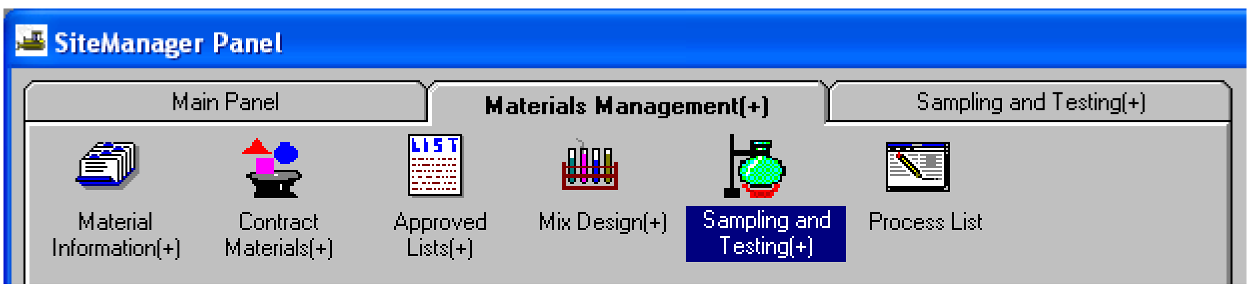
When a sample record is copied, the following information will not be copied forward:

- **Sample ID**
- All date fields
- Test Method **Lab ID**'s
- **Testers** assigned to each Test Method
- Test Method template information
- Authorizer information

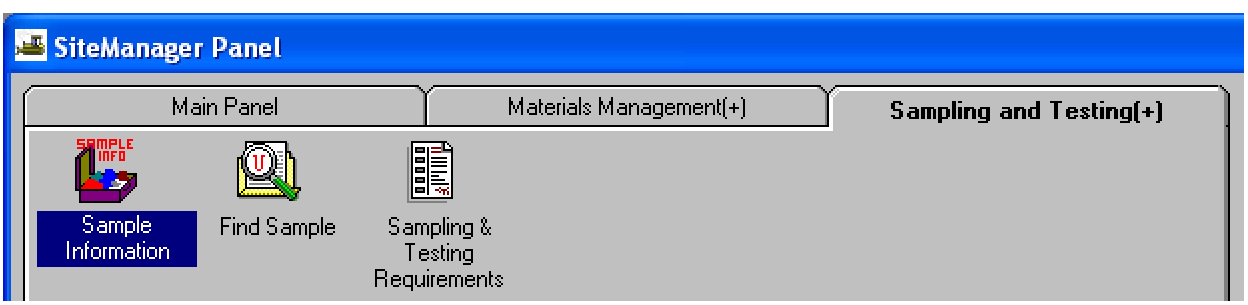
Each field should be reviewed carefully when copying a sample record to make sure the information is correct.



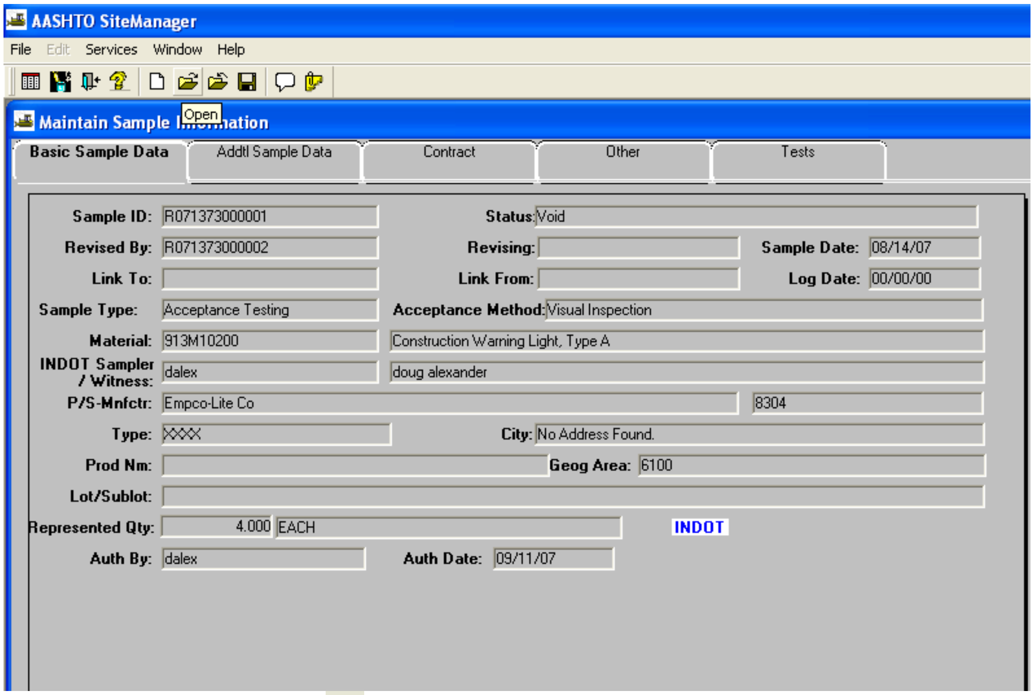
"Double-click" on the **Materials Management** icon located on the **Main Panel**.



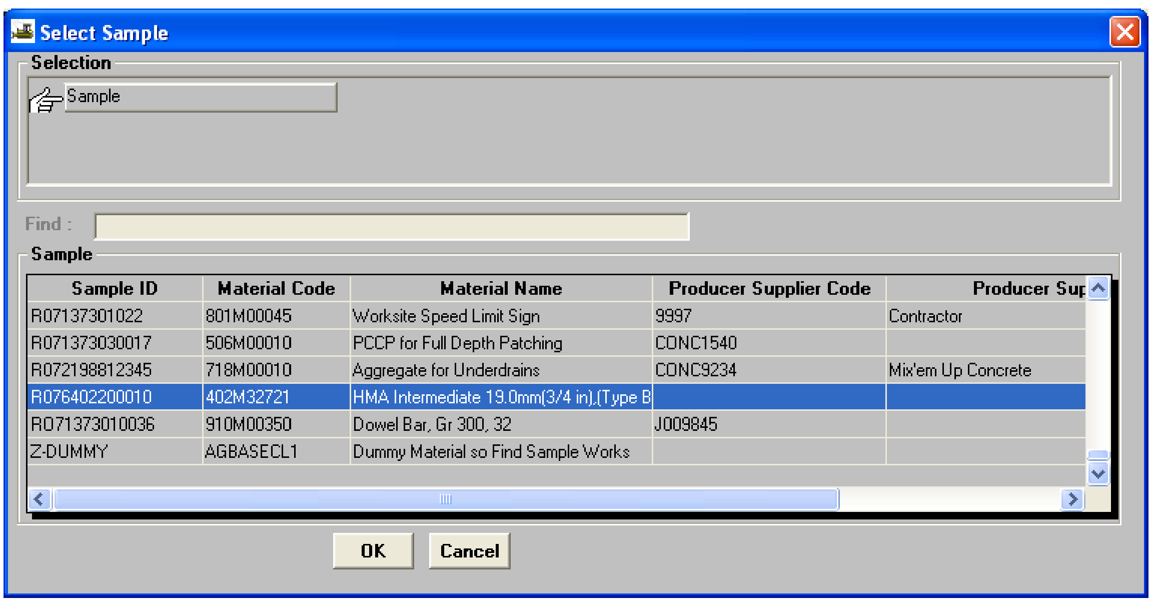
"Double-click" on the **Sampling and Testing** icon.



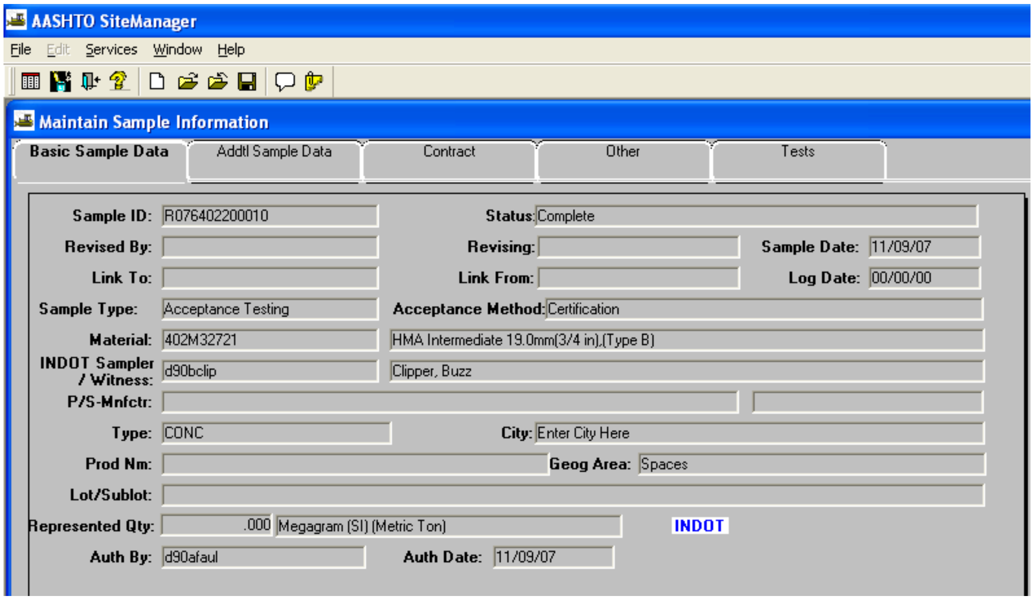
"Double-click" on the **Sample Information** icon.



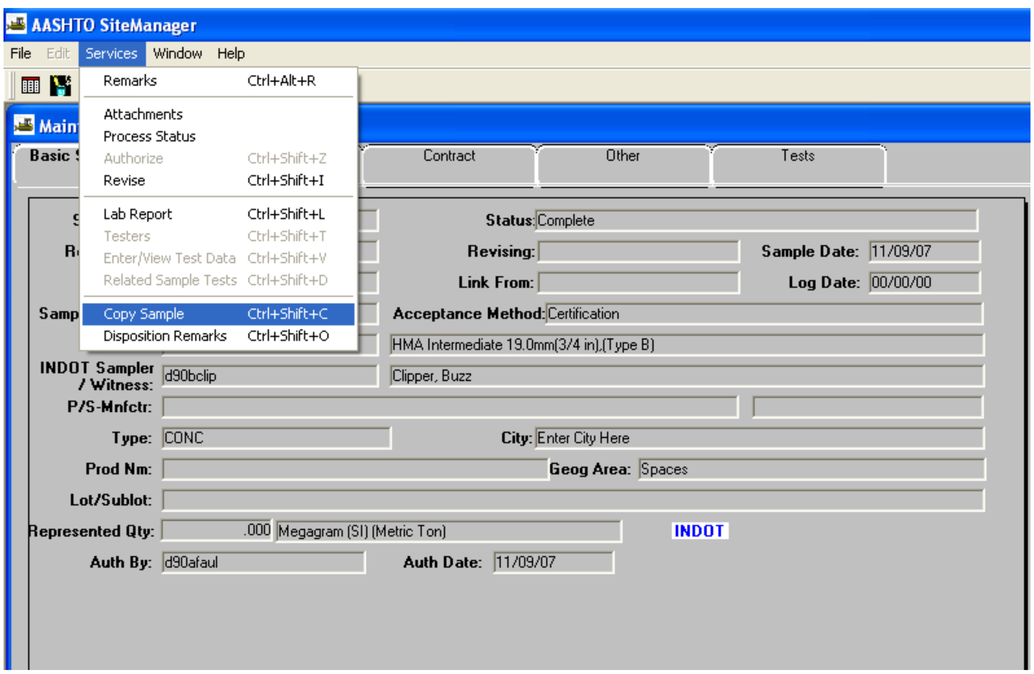
"Click" on the **Open** button located on the tool bar.



"Double-click" on the existing **Sample ID** to be copied.
Use the Scroll or Find/Filter/Sort technique, if applicable.

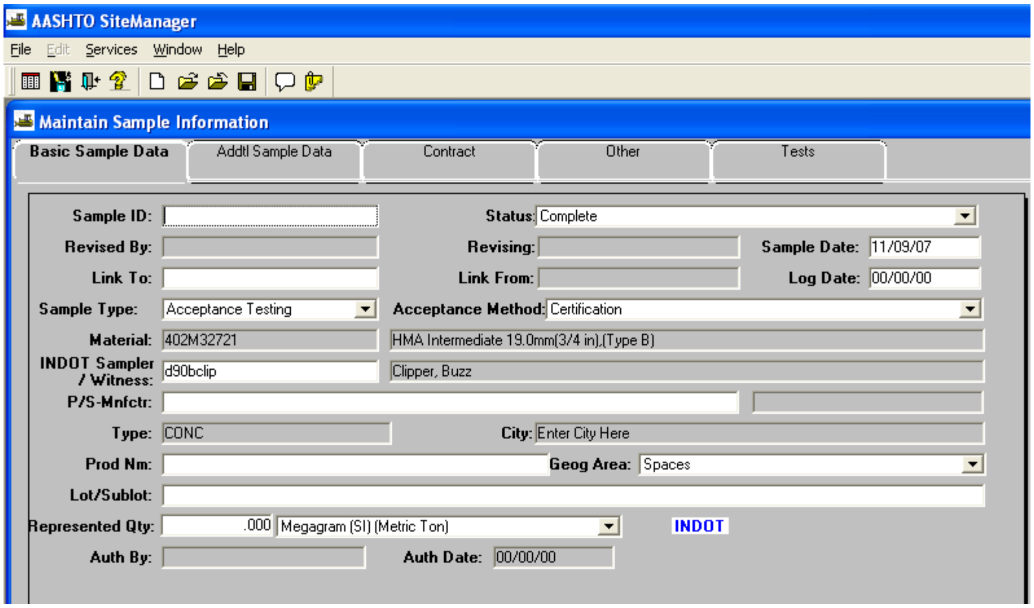


The selected sample record will open.

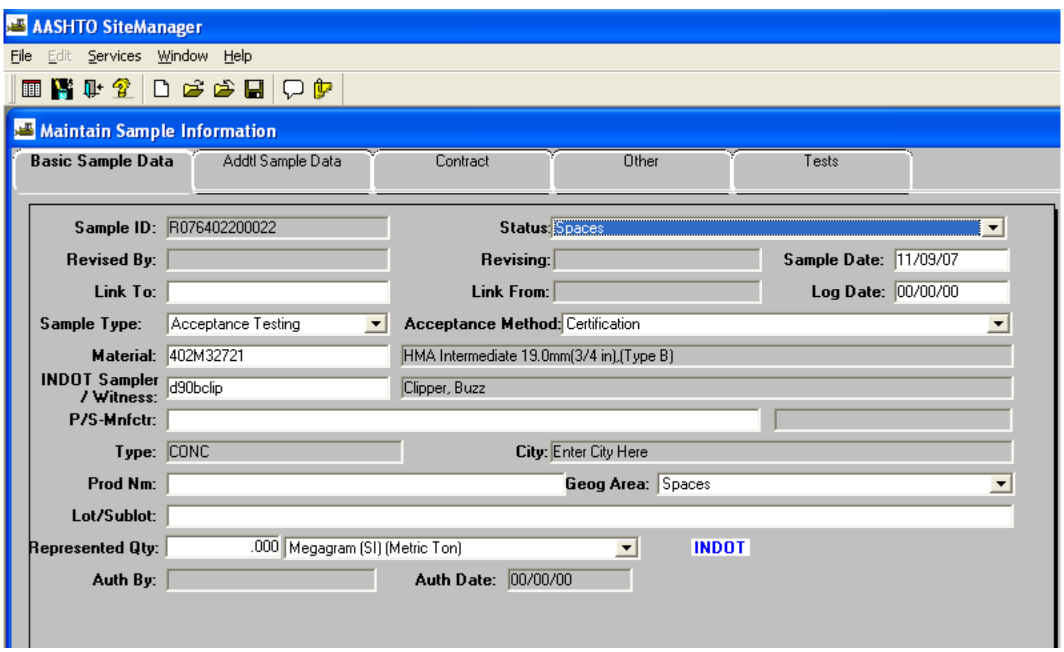


“Click” on **Services** located on the menu bar.

“Click” on **Copy Sample** located on the drop-down list.



Notice that the **Sample ID** field is empty.



“Enter” a new **Sample ID** in the **Sample ID** field.
“Click” on the **Status** and change to **Spaces**.
“Click” the **Save** icon.

Treat this record as if creating a new sample record from scratch. Review the information in every field on each tab. Enter the correct information then save the record.

F-5 Individual Exercise – Copy Record

In the following exercise, you will copy a sample record R044918412345

Log into SM with **User ID**: update
Password pass

Navigation from **Main Panel:**

Double-click on **Materials Management (+)** icon
Double-click on **Sampling and Testing (+)** icon
Double-click on **Sample Information** icon

Click the **Open** button located on the toolbar
Sample ID Select: R044918412345
Click **OK**

"Click" on **Services** located on the menu bar.
"Click" C**opy Sample** located on the drop-down list

Sample ID	Enter	R042910234350
Status	Select	Spaces

"Click" on **Save** located on the toolbar
"Click" on **Close** located on the toolbar.